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# Rules of Department of Elementary and Secondary Education

## Division 20—Division of Learning Services Chapter 400—Office of Educator Quality

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**Title 5—DEPARTMENT OF  
ELEMENTARY AND  
SECONDARY EDUCATION**

**Division 20—Division of Learning Services  
Chapter 400—Office of Educator Quality**

**5 CSR 20-400.110 Missouri Classroom  
Teacher Job-Sharing Provision**

*PURPOSE: This rule facilitates job-sharing positions for classroom teachers.*

(1) Classroom teachers participating in a job-sharing provision shall be eligible to receive leave benefits as provided in section (2) of this rule. An eligible position is:

(A) Sharing employment with one (1) other employee;

(B) Be employed at least seventeen (17) hours per week, but not more than twenty (20) hours per week; and

(C) At least seventy percent (70%) of employee time spent in classroom instruction.

(2) Classroom teachers participating in job sharing shall receive paid legal holidays, annual vacation leave, sick leave, and personal leave on a pro rata basis. The pro rata basis shall be based on district policy for full-time employees.

(3) The mandated leave benefit eligibility as provided in this rule shall not include instructional support or school services positions including, but not limited to, guidance counselor, media coordinator, psychologist, social worker, audiologist, speech and language pathologists, and nursing positions.

(4) Nothing in this rule shall be construed to limit the ability of a school district to authorize job sharing, nor shall this rule be construed to limit the benefits a school district may provide to job-sharing employees, if such job sharing or benefits are not otherwise prohibited by law.

*AUTHORITY: sections 161.092 and 168.303, RSMo Supp. 2004. \* This rule previously filed as 5 CSR 80-670.100. Original rule filed Oct. 12, 2004, effective May 30, 2005. Moved to 5 CSR 20-400.110, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003 and 168.303, RSMo 2003.*

**5 CSR 20-400.120 Administrative Appeal Procedure for Applicants Denied Certification**

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state*

*and to establish requirements and qualifications for those certificates. This rule establishes a formal procedure of appeal for applicants denied certification.*

(1) Applicants will be advised in writing of the reason(s) why certification is denied, if that is the case, and at the same time will receive a copy of these instructions on administrative appeal procedures.

(2) The applicant, within thirty (30) days of the date the department sends written notice of denial of certification, may request the commissioner of education to review the decision of the director of teacher certification.

(3) Within fourteen (14) days of receiving the request, the commissioner will notify the applicant in writing of the decision.

(4) If the commissioner approves the decision of the director of teacher certification in denying certification, the applicant, within thirty (30) days of the date the commissioner sends written notice of the decision, may file a written notice of appeal with the State Board of Education by addressing the notice to the secretary of the State Board of Education, Jefferson State Office Building, Jefferson City, MO 65101. In addition to stating the applicant's desire to appeal the denial of certification, the notice of appeal shall include a statement of each reason the applicant relies upon to demonstrate support for the request for reversal of denial.

(5) The applicant's appeal shall be placed on the agenda of the State Board of Education as soon as reasonably possible. Not less than ten (10) days prior to the date of the State Board of Education meeting at which the applicant's appeal will be considered, the secretary of the State Board of Education will mail a notice to applicant advising applicant of the date, time and place of the board meeting.

(6) If the applicant desires, applicant may appear before the State Board of Education at that date, time and place, and present any information to the state board as to why the decision of the director of teacher certification should be reversed.

(7) As soon as possible after the appeal, the secretary of the State Board of Education will advise applicant in writing of the decision of the State Board of Education.

*AUTHORITY: sections 161.092 and 168.011, RSMo 1986 and 168.021, RSMo Supp. 1993. \* This rule previously filed as 5 CSR 80-800.020. Original rule filed June 3, 1976, effective Oct. 1, 1976. Amended: Filed Sept.*

*23, 1992, effective May 5, 1993. Moved to 5 CSR 20-400.120, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973; 168.011, RSMo 1963, amended 1984; and 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1993.*

**5 CSR 20-400.125 Actions of the State Board of Education Relating to Applications for Educator Certificates**

*PURPOSE: The State Board of Education is authorized to grant educator certification in any of the public schools of the state and to establish requirements and qualifications for those certificates. This rule establishes procedures for review of applications of individuals convicted of a felony or crime involving moral turpitude, whether or not sentence is imposed; applicants whose license has been revoked in Missouri or in another jurisdiction; and applicants seeking to appeal a denial of license by the Office of Educator Quality.*

(1) Any application for an educator certificate for an individual who has been convicted of a felony or crime involving moral turpitude, whether or not sentence is imposed, including candidates for a Missouri educator certificate who are currently enrolled in professional education courses in conjunction with state-approved teacher preparation programs, shall be reviewed by the Office of Educator Quality within the Department of Elementary and Secondary Education (department) and recommendations made to the State Board of Education (board). However, certificates may only be issued upon motion of the board adopted by a unanimous affirmative vote of those members present and voting.

(A) Conviction for purposes of this rule does not include offenses, other than those listed in section 168.071.6, RSMo, for which the applicant has successfully completed a suspended imposition of sentence.

(B) Applicants with a criminal conviction shall provide the following:

1. Information relating to being found guilty, a plea of guilty, receipt of a suspended imposition of sentence, receipt of a suspended execution of sentence, or entering a plea of *nolo contendere* for any violation of any laws of a state, the United States, or any other country, other than a traffic violation; including information on the date of the court action, the applicant's age at the time of the underlying offense, the facts of the crime, and whether the conduct that was the basis for the conviction was in the scope of the applicant's duties while employed by a public or private school or school district;

2. A statement by affidavit or under oath as to rehabilitative steps completed by the applicant relating to applicant's criminal



conduct; and

3. A completed background check processed by the Missouri State Highway Patrol (Highway Patrol) and/or the Federal Bureau of Investigation (FBI).

(C) The application shall be placed on the agenda of the board as soon as reasonably possible. The applicant will be notified of the date, time, and place of the board meeting. Consideration by the board will consist of a record review of the application and additional documents. The applicant will not have the opportunity to present additional evidence or testify. The applicant will be notified in writing of the decision of the board.

(2) Any application for an educator certificate submitted by an individual who has been subject to previous disciplinary action by the board or by a licensing authority in another state or political jurisdiction shall only be granted by affirmative vote of the board.

(A) Applicants for a Missouri educator certificate who have had an educator certificate revoked by another certifying authority will not be eligible to be considered for Missouri certification until such time as they have the revocation cleared by the certifying authority and the applicant holds a valid certificate from that authority.

(B) Recommendation to the board by the commissioner of education for certification under this section shall be based only on a completed application which shall include:

1. Information regarding teaching certificates or similar titles and/or other professional licenses or similar titles held, including but not limited to disciplinary actions, denials, restrictions, revocations, voluntary surrenders, suspensions, reprimands, and/or investigations;

2. A consent authorizing the department as it deems necessary or appropriate to make contact with, interview, consult, obtain documentation and verification from other persons and sources within or without Missouri with respect to the applicant and the applicant's request for certification;

3. Transcripts and other evidence necessary to show compliance with all the requirements for certification that are in effect at the time application for recertification is made; and

4. Other information including recent employment and references requested by the board that may be deemed relevant to the request for recertification.

(C) The application shall be placed on the agenda of the board as soon as reasonably possible. The applicant will be notified of the date, time, and place of the board meeting. Consideration by the board will consist of a record review of the application and related documents. The applicant will not have the

opportunity to present additional evidence or testify. The applicant will be notified in writing of the decision of the board.

(3) Issuance of certificates not otherwise addressed under sections (1) and (2) of this rule shall be made by the Office of Educator Quality based upon the standards adopted by the board. Applicants that are denied will be advised in writing of the reason(s) why certification is denied and at the same time will receive notice of the process for appeal.

(A) The applicant, within thirty (30) days of receipt of written notice of denial, may request the commissioner of education to review the decision of the Office of Educator Quality. The applicant shall provide all documentation to be considered by the commissioner of education or a designee in reviewing the application.

(B) The commissioner of education will notify the applicant in writing of the decision.

(C) If the commissioner of education approves the decision of the Office of Educator Quality in denying certification, the applicant, within thirty (30) days from the date the commissioner sends written notice of the decision, may file a written notice of appeal with the board by addressing the notice to the secretary of the State Board of Education, PO Box 480, Jefferson City, MO 65102-0480. In addition to stating the applicant's desire to appeal the denial of certification, the notice shall include a statement of each reason the applicant relies upon to demonstrate support for the reversal of denial.

(D) The applicant's appeal shall be placed on the agenda of the board as soon as reasonably possible. The applicant will be notified of the date, time, and place of the board meeting.

(E) The appeal will consist of a record review of the application, related materials reviewed by the commissioner of education, and the applicant's additional statements. The applicant will not have the opportunity to present additional evidence or testify. The applicant will be notified in writing of the decision of the board.

*AUTHORITY: sections 161.092 and 168.021, RSMo Supp. 2012, and section 168.011, RSMo 2000.\* Original rule filed Feb. 27, 2013, effective Sept. 30, 2013.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; and 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011.*

**5 CSR 20-400.130 Administrative Procedures for Recertifying Teachers Whose Certificates Have Been Revoked by the State Board of Education**

*PURPOSE: The State Board of Education is*

*authorized to grant certificates of license to teach in any of the public schools of the state and to establish requirements and qualifications for those certificates under the provisions of section 168.021.1, RSMo and cause the certificates to be revoked in a manner provided in section 168.071, RSMo. This rule establishes a procedure where teachers whose certificates have been revoked by the State Board of Education, in some instances, may be allowed at a later time to make application to the State Board of Education to be recertified.*

(1) Any teacher whose certificate to teach has been revoked by the State Board of Education may be recertified only by the authority of the State Board of Education.

(2) Applicants desiring to be recertified in this manner must send a written notice to the commissioner of education requesting the State Board of Education to review an application for recertification. The application process shall include, but not be limited to, the following:

(A) An affidavit of moral character in the form required by the Department of Elementary and Secondary Education;

(B) Transcripts and other evidence necessary to show compliance with all the requirements for certification that are in effect at the time application for recertification is made;

(C) Other information including recent employment and references requested by the State Board of Education that may be deemed relevant to the request for recertification; and

(D) A signed consent authorizing the state board as it deems necessary or appropriate to make contact with, interview, consult, obtain documentation and verification from other persons and sources within or without Missouri with respect to the applicant and the applicant's request for certification.

*AUTHORITY: sections 161.092, 168.011, 168.031, RSMo 1986, 168.021, RSMo Supp. 1990 and 168.071, RSMo Supp. 1993.\* This rule previously filed as 5 CSR 80-800.060. Original rule filed April 24, 1985, effective Sept. 3, 1985. Moved to 5 CSR 20-400.130, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990; 168.031, RSMo 1963; and 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993.*

**5 CSR 20-400.140 Administrative Procedures for Applicants Whose Certificates Have Been Revoked by a Certifying Authority Other Than the State Board of Education**



**PURPOSE:** *The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and to establish requirements and qualifications for those certificates under the provisions of section 168.021.1, RSMo and cause the certificates to be revoked in a manner provided in section 168.071, RSMo. This rule establishes a procedure for processing applications for a Missouri teaching certificate from applicants having had teaching certificates revoked by a certifying authority other than the State Board of Education or the certifying authority in another state or political subdivision.*

(1) All applicants for Missouri certification, in the application process, must acknowledge whether or not they have ever had a teaching certificate revoked by a Missouri certifying authority other than the State Board of Education or by the certifying authority in another state or political subdivision.

(2) Applicants must sign a consent authorizing the state board as it deems necessary or appropriate to make contact with, interview, consult, obtain documentation and verification from other persons and sources within or without Missouri with respect to the applicant and the applicant's request for certification.

(3) Applicants for Missouri certification who have had or currently have a teaching certificate revoked will not be eligible to be considered for Missouri certification until a time as they have the revocation cleared by the certifying authority and hold a valid certificate from that authority.

**AUTHORITY:** *sections 161.092, 168.011, 168.031, RSMo 1986, 168.021, RSMo Supp. 1990 and 168.071, RSMo Supp. 1993.\* This rule previously filed as 5 CSR 80-800.070. Original rule filed April 24, 1985, effective Sept. 3, 1985. Moved to 5 CSR 20-400.140, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990; 168.031, RSMo 1963; and 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993.*

### **5 CSR 20-400.150 Application for Certificate of License to Teach**

**PURPOSE:** *The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the procedures for application for a certificate of license to teach where the applicant has a*

*recommendation from a state-approved teacher preparation program or has earned a doctoral degree.*

**PUBLISHER'S NOTE:** *The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(1) An applicant for a Missouri certificate of license to teach who possesses good moral character and has successfully completed a state-approved teacher preparation program or earned a doctoral degree may be granted an initial Missouri certificate of license to teach in their major area of study subject to the specific certification requirements found in the *Compendium of Missouri Certification Requirements* (compendium), which is incorporated by reference and made a part of this rule. Anyone interested in viewing or requesting a copy of the compendium, published by the Department of Elementary and Secondary Education (revised February 2012), may contact the Educator Certification Section, 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480. This rule does not incorporate any subsequent amendments or additions.

(2) Applications for a Missouri certificate of license to teach shall be submitted on the forms provided by the State Board of Education (board), accompanied by the appropriate fee and may be obtained by writing the Educator Certification Section of the Department of Elementary and Secondary Education (DESE) at PO Box 480, Jefferson City, MO 65102-0480 or downloading from the Internet.

(3) An application is not considered officially filed with the board until it has been determined by the board or DESE staff to be complete and the application is submitted on the forms provided by the board, signed, and accompanied by two (2) full sets of fingerprints with the appropriate fee as set by the Missouri State Highway Patrol (Highway Patrol) and/or the Federal Bureau of Investigation (FBI) and any other applicable forms and/or fees. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for submitting the fingerprints in the manner accept-

able to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

(4) The applicant shall submit verification of certification or licensure directly, to DESE including information regarding any disciplinary action from each state or United States' territory regulatory entity in which a professional license, including a certificate of license to teach, is held or has been held.

(5) An applicant for a Missouri certificate of license to teach who has successfully completed a state-approved teacher preparation program must comply with the following additional criteria:

(A) The applicant must possess a baccalaureate degree from an accredited college or university;

(B) The applicant must possess a grade point average of 2.5 or higher on a 4.0 scale, both overall and in the major area of study;

(C) The applicant must request and obtain the recommendation of the designated certification official from a state-approved baccalaureate or higher level teacher preparation program; and

(D) The applicant must achieve a score equal to or in excess of the qualifying score on the exit assessment(s) as defined in the rules promulgated by the board. The official score report shall be submitted to the DESE.

(6) An applicant for a Missouri certificate of license to teach who possesses a valid certificate of license to teach from another state and who possesses good moral character may be granted a Missouri certificate of license to teach. The applicant shall submit the application on the forms provided by the board, signed and accompanied by two (2) full sets of fingerprints with the appropriate fee as set by the Highway Patrol and/or the FBI and any other applicable forms and/or fees. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

(7) In addition to all the above criteria, an applicant for a Missouri certificate of license to teach who has successfully obtained certification by the National Board of Professional Teaching Standards (NBPTS), or for school psychologists, the certificate of nationally certified school psychologist issued by the National Association of School Psychologists (NASP), and possesses good moral character may be granted a Missouri certificate of license to teach in their area of



NBPTS or NASP certification most closely aligned with the current areas of certification approved by the board. The certificate of license to teach will be an initial professional classification or a career continuous professional classification (CCPC), if the applicant possesses four (4) years of teaching experience.

(8) An applicant for an initial Missouri certificate of license to teach who has earned a doctoral degree from an institution of higher education accredited by a regional accreditation agency including but not limited to North Central Association of Colleges and Schools must comply with the following additional criteria:

(A) The applicant must have completed and provide documentation of a valid doctoral degree being conferred;

(B) The applicant must achieve a score equal to or in excess of the qualifying score on the Praxis II assessment, Principals of Learning and Teaching for the specific grade levels as defined in the rules promulgated by the board. The official score report shall be submitted to DESE; and

(C) The applicant may only be granted an initial professional classification (IPC) level certificate of license to teach in their major area of study pursuant to the rules promulgated by the board. A CCPC level certificate of license to teach will not be issued.

(9) An applicant for an initial Missouri certificate of license to teach in the area of personal finance, banking, or financial responsibility who has earned a bachelor's degree, or higher degree, from an institution of higher education accredited by a regional accreditation agency including, but not limited to, North Central Association of Colleges and Schools must comply with the following additional criteria:

(A) The applicant must provide documentation of a valid degree being conferred and achieve a score equal to or in excess of the qualifying score on the Praxis II assessment designated by the board. The official score report shall be submitted to DESE;

(B) Comply with the specific professional experience requirements as set forth in the compendium; and

(C) The applicant may only be granted an initial professional classification (IPC) level of certificate of license to teach in the field of personal finance. The applicant will not be eligible for tenure and will be required to complete an amount of professional development in proportion to the certificate holder's hours in the classroom, if the certificate holder is employed less than full time.

(10) Additional certificates of license to teach

may be granted as follows:

(A) The applicant may take the appropriate content knowledge or specialty area exit assessment(s) for certification and must achieve a score equal to or in excess of the qualifying score on the content knowledge or specialty area exit assessment(s) as defined in the rules promulgated by the board; or

(B) If the board has not designated a content knowledge or specialty area exit assessment(s) for a particular certification area or grade level or the applicant chooses not to take the appropriate content knowledge or specialty area exit assessment(s), the applicant must meet the certification standards for the area of certification as set forth in the compendium.

(11) Following review by DESE, the applicant shall be informed in writing of the decision regarding the application for a certificate of license to teach.

(12) The holder of a certificate of license to teach shall ensure that DESE has their current legal name and address.

(A) A holder of a certificate of license to teach whose name is changed shall notify DESE within ninety (90) days of the name change and provide a copy of the appropriate documents verifying the name change.

(B) A holder of a certificate of license to teach whose address has changed shall inform DESE in writing of the change within ninety (90) days of the effective date of the change.

*AUTHORITY: sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2011.\* This rule previously filed as 5 CSR 80-800.200. Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed Aug. 13, 2002, effective March 30, 2003. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed Sept. 22, 2004, effective April 30, 2005. Amended: Filed June 30, 2005, effective Jan. 30, 2006. Amended: Filed April 4, 2007, effective Nov. 30, 2007. Amended: Filed Jan. 18, 2008, effective Sept. 30, 2008. Amended: Filed Jan. 30, 2009, effective Aug. 30, 2009. Amended: Filed Feb. 1, 2010, effective Sept. 30, 2010. Moved to 5 CSR 20-400.150, effective Aug. 16, 2011. Amended: Filed Feb. 28, 2012, effective Oct. 30, 2012.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

**5 CSR 20-400.160 Application for Certificate of License to Teach for Administrators**

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the procedures for application for a certificate of license to teach for school administrators including superintendent, principal, special education administrator, and career education director.*

*PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(1) An applicant may be granted an administrator certificate of license to teach in the following areas subject to the specific certification requirements found in the *Compendium of Missouri Certification Requirements* (compendium), which is incorporated by reference and made a part of this rule, and criteria established in the rules promulgated by the State Board of Education (board), to an individual who possesses good moral character. Anyone interested in viewing or requesting a copy of the compendium, published by the Department of Elementary and Secondary Education (revised February 2012), may contact the Educator Certification Section, 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480. This rule does not incorporate any subsequent amendments or additions:

- (A) Superintendent, grades K–12;
- (B) Principal, grades K–8; grades 5–9; and/or grades 7–12;
- (C) Special education administrator, grades K–12; and/or
- (D) Career education director.

(2) Applications for an administrator Missouri certificate of license to teach shall be submitted on the forms provided by the board, accompanied by the appropriate fee and may be obtained by writing the Educator Certification Section of the Department of Elementary and Secondary Education (DESE) at PO Box 480, Jefferson City, MO 65102 or by downloading from the Internet.

(3) An application is not considered official until it has been filed with the board until it has been



determined by the board or DESE staff to be complete and the application is submitted on the forms provided by the board, signed and accompanied by two (2) full sets of fingerprints with the appropriate fee as set by the Missouri State Highway Patrol (Highway Patrol) and/or the Federal Bureau of Investigation (FBI) and any other applicable forms and/or fees. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

(4) The applicant shall request and obtain the recommendation of the designated certification official for a state-approved baccalaureate or higher level teacher preparation program.

(5) The applicant must possess a baccalaureate degree from a state-approved teacher preparation program.

(6) The applicant shall submit verification of certification or licensure directly to DESE including information regarding any disciplinary action from each state or United States' territory regulatory entity in which a professional license, including a certificate of license to teach, is held or has ever been held.

(7) The applicant for an initial administrator certificate of license to teach as a superintendent must comply with the following additional criteria:

(A) The applicant shall request and obtain the recommendation of the designated certification official for a state-approved educational specialist or advanced degree program for the preparation of superintendents;

(B) The applicant must achieve a score equal to or in excess of the qualifying score on the exit assessment(s) as defined in the rules promulgated by the board. The official score report shall be submitted to DESE; and

(C) The applicant must have served one (1) year as a building- or district-level administrator at a public or accredited nonpublic school.

(8) The applicant for an initial administrator certificate of license to teach as a principal must comply with the following additional criteria:

(A) The applicant shall request and obtain the recommendation of the designated certification official for a state-approved master's program or higher in educational leadership for the preparation of principals;

(B) The applicant must possess a master's

degree or higher from a state-approved program for the preparation of principals;

(C) The applicant must possess two (2) years of teaching experience; and

(D) The applicant shall achieve a score equal to or in excess of the qualifying score on the building-level administrator's assessment(s) as defined in the rules promulgated by the board. The official score report shall be submitted to DESE.

(9) The applicant for an initial administrator certificate of license to teach as a special education administrator must comply with the following additional criteria:

(A) The applicant shall request and obtain the recommendation of the designated certification official for a state-approved master's program or higher in educational leadership for the preparation of principals;

(B) The applicant must possess or be eligible to possess a certificate of license to teach in an area of special education or student services;

(C) The applicant must possess two (2) years of teaching experience in special education or student services;

(D) Obtain a recommendation for certification from the designated official of a college/university approved by DESE; and

(E) The applicant must achieve a score equal to or in excess of the qualifying score on the building-level administrator's assessment(s) as defined in the rules promulgated by the board. The official score report shall be submitted to DESE.

(10) The applicant for an initial administrator certificate of license to teach as a career education director must comply with the following additional criteria:

(A) The applicant must possess a master's degree or higher from a state-approved program in educational leadership or in a certifiable area recognized in Missouri;

(B) The applicant must possess a baccalaureate degree from a four- (4-) year college/university;

(C) The applicant must possess a minimum of two (2) years teaching experience at grades seven (7) or higher approved by DESE or, for the postsecondary career education director a combination of two (2) years of teaching experience at grades seven (7) or higher and/or two (2) years of full-time experience at workforce development (adult education or customized training, et al.) in an educational setting; and

(D) Successful completion of the building-level administrator's assessment designated by the board (only required for secondary career education directors).

(11) An applicant for a Missouri administrator certificate of license to teach who pos-

sesses a valid administrator certificate of license to teach from another state and possesses good moral character may be granted a Missouri administrator certificate of license to teach. The applicant shall submit the application on the forms provided by the board, signed and accompanied by two (2) full sets of fingerprints with the appropriate fee as set by the Highway Patrol and/or the FBI and any other applicable forms and/or fees. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

(12) Following review by DESE, the applicant shall be informed in writing of the decision regarding the application for a certificate of license to teach.

(13) An initial administrator certificate of license to teach may be issued for a period of four (4) years and may be renewed as set forth in the compendium.

(14) The holder of an administrator certificate of license to teach shall ensure that DESE has their current legal name and address.

(A) A holder of an administrator certificate of license to teach whose name is changed shall notify DESE within ninety (90) days of the name change and provide a copy of the appropriate documents verifying the name change.

(B) A holder of an administrator certificate of license to teach whose address has changed shall inform DESE in writing of the change within ninety (90) days of the effective date of the change.

*AUTHORITY: sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2011, and sections 168.011, 168.405, and 168.409, RSMo 2000.\* This rule previously filed as 5 CSR 80-800.220. Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed Aug. 13, 2002, effective March 30, 2003. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed Sept. 22, 2004, effective April 30, 2005. Amended: Filed June 30, 2005, effective Jan. 30, 2006. Amended: Filed April 4, 2007, effective Nov. 30, 2007. Amended: Filed Jan. 18, 2008, effective Sept. 30, 2008. Amended: Filed Jan. 30, 2009, effective Aug. 30, 2009. Amended: Filed Feb. 1, 2010, effective Sept. 30, 2010. Moved to 5 CSR 20-400.160, effective Aug.*





16, 2011. Amended: Filed Feb. 28, 2012, effective Oct. 30, 2012.

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

**5 CSR 20-400.170 Application for a Student Services Certificate of License to Teach**

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the procedures for application for a student services certificate of license to teach for school counselors, school psychological examiners, school psychologists, adult education supervisors, career education counselors, career education placement coordinators, and speech-language pathologists.*

*PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(1) An applicant for a student services certificate of license to teach may be granted in the following areas subject to the specific certification requirements found in the *Compendium of Missouri Certification Requirements* (compendium), which is incorporated by reference and made a part of this rule. Anyone interested in viewing or requesting a copy of the compendium, published by the Department of Elementary and Secondary Education (revised February 2012), may contact the Educator Certification Section, PO Box 480, Jefferson City, MO 65102-0480. This rule does not incorporate any subsequent amendments or additions. The criteria established in the rules, promulgated by the State Board of Education (board), to an individual who possesses good moral character is—

- (A) School Counselor—
  1. School counselor, grades K–8, and/or grades 7–12;

(B) School Psychological Services Personnel—

- 1. School psychological examiner, grades K–12; and/or

2. School psychologist, grades K–12;

(C) Career Education Services Personnel—

- 1. Adult education supervisor;

2. Career education counselor (excluding K–8); and/or

3. Career services coordinator; or

(D) Speech-Language Services Personnel—

- 1. Speech-language pathologist, birth-grade 12.

(2) Applications for a student services Missouri certificate of license to teach shall be submitted on the forms provided by the board, accompanied by the appropriate fee, and may be obtained by writing the Educator Certification Section of the Department of Elementary and Secondary Education (DESE) at PO Box 480, Jefferson City, MO 65102 or by downloading from the Internet.

(3) An application is not considered officially filed with the board until it has been determined by the board or DESE staff to be complete and the application is submitted on the forms provided by the board, signed and accompanied by two (2) full sets of fingerprints with the appropriate fee as set by the Missouri State Highway Patrol (Highway Patrol) and/or the Federal Bureau of Investigation (FBI) and any other applicable forms and/or fees. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

(4) The applicant shall submit verification of certification or licensure directly to DESE including information regarding any disciplinary action from each state or United States' territory regulatory entity in which a professional license, including a certificate of license to teach, is held or has ever been held.

(5) The applicant for a student services certificate of license to teach as a school counselor must comply with the following additional criteria:

(A) The applicant shall request and obtain the recommendation of the designated certification official for a state-approved master's or higher level school counselor preparation program; and

(B) The applicant must possess either—

- 1. A master's or higher degree in school counseling from a state-approved school counselor preparation program; or

2. A master's or higher degree in education, school counseling, counseling, counseling psychology, rehabilitation counseling, or a closely related mental health discipline with additional graduate course work specific to school counseling, as designated by the state-approved recommending certification official, including a supervised internship or field experience of at least three hundred (300) hours in an appropriate school setting; and

(C) The applicant must either—

1. Possess a bachelor's degree in education from a state-approved teacher preparation program; or

2. Complete a curriculum in teaching methods and practices, classroom management, and the psychology of the exceptional child, as specified by the recommending certification officer of the state-approved program; and

(D) The applicant must achieve a score equal to or in excess of the qualifying score on the exit assessment(s), not to include the principles of learning and teaching, as defined in the rules promulgated by the board. An official score report shall be submitted to DESE.

(6) The applicant for a student services certificate of license to teach as a school psychological examiner must comply with the following additional criteria:

(A) The applicant shall request and obtain the recommendation of the designated certification official for a state-approved master's or higher level school psychological examiner preparation program; and

(B) The applicant must possess either—

1. A master's or higher degree from a state-approved school counselor preparation program; or

2. A master's or higher degree in education, school counseling, counseling, counseling psychology, or a closely related mental health discipline; and complete a designated graduate curriculum in the practice of the school psychological examiner, as specified by the recommending certification program, including a supervised internship or field experience in school psychological assessment of at least one hundred fifty (150) hours in an appropriate school setting.

(7) The applicant for a student services certificate of license to teach as a school psychologist must comply with the following additional criteria:

(A) The applicant shall request and obtain the recommendation of the designated certification official for a state-approved school psychologist preparation program;

(B) The applicant must possess an education specialist's or equivalent degree in school psychology from a state-approved program;



and

(C) The applicant must achieve a score equal to or in excess of the qualifying score on the exit assessment(s) as defined in the rules promulgated by the board. An official score report shall be submitted to DESE.

(8) The applicant for a student services certificate of license to teach as an adult education supervisor must comply with the following additional criteria:

(A) The applicant must possess a baccalaureate level or higher degree from a state-approved college or university.

(9) The applicant for a student services certificate of license to teach as a career education counselor must comply with the following additional criteria:

(A) The applicant shall request and obtain the recommendation of the designated certification official for a state-approved master's or higher level school counselor preparation program; and

(B) The applicant must possess either—

1. A master's or higher degree in school counseling from a state-approved school counselor preparation program; or

2. A master's or higher degree in education, school counseling, counseling, counseling psychology, rehabilitation counseling, vocational evaluation, or a closely related mental health discipline with additional graduate course work specific to school counseling, as designated by the state-approved recommending certification official, including a supervised internship or field experience of at least three hundred (300) hours in an appropriate school setting; and

(C) The applicant must either—

1. Possess a bachelor's degree in education from a state-approved teacher preparation program; or

2. Complete a curriculum in teaching methods and practices, classroom management and the psychology of the exceptional child, as specified by the recommending certification officer of the state-approved program; and

(D) The applicant must achieve a score equal to or in excess of the qualifying score on the exit assessment(s), not to include the principles of learning and teaching, as defined in the rules promulgated by the board. An official score report shall be submitted to DESE.

(10) The applicant for a student services certificate of license to teach as a career services coordinator must comply with the following additional criteria:

(A) The applicant must possess a bachelor's degree or higher degree in a business-related field or human resources.

(11) The applicant for a student services certificate of license to teach as a speech-language pathologist must meet all the additional requirements in one (1) of the following areas:

(A) State Board of Registration for the Healing Arts—

1. The applicant must possess a master's or higher degree from a state-approved program for speech-language pathologists;

2. The applicant must possess a valid, unencumbered, undisciplined Missouri license as a speech-language pathologist from the State Board of Registration for the Healing Arts; and

3. The applicant must achieve a score equal to or in excess of the qualifying score on the exit assessment(s), not to include the principals of learning and teaching, as defined in the rules promulgated by the board. An official score report shall be submitted to DESE; or

(B) Teacher Preparation Program—

1. The applicant must possess a master's or higher degree from a state-approved program for speech-language pathologists;

2. The applicant must obtain the recommendation of the designated certification official for a state-approved program for the preparation of a speech-language pathologist; and

3. The applicant must achieve a score equal to or in excess of the qualifying score on the exit assessment(s), not to include the principals of learning and teaching, as defined in the rules promulgated by the board. An official score report shall be submitted to DESE.

(12) Additional certificates of license to teach may be granted pursuant to rules promulgated by the board.

(13) An applicant for a Missouri student services certificate of license to teach who possesses a valid certificate of license to teach from another state and possesses good moral character may be granted a Missouri student services certificate of license to teach.

(A) The applicant shall submit the application on the forms provided by the board, signed and accompanied by two (2) full sets of fingerprints with the appropriate fee as set by the Missouri State Highway Patrol (Highway Patrol) and/or the Federal Bureau of Investigation (FBI) and any other applicable forms and/or fees. All information should be received by the board within ninety (90) days of the date of the application.

1. The applicant is responsible for submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

(14) Following review by DESE, the applicant shall be informed in writing of the decision regarding the application for a certificate of license to teach.

(15) An initial student services certificate of license to teach may be issued for a school counselor, school psychological examiner, career education counselor, adult education supervisor, career services coordinator, speech-language pathologist, and/or school psychologist for a period of four (4) years and may be renewed as set forth in the compendium.

(16) The holder of a student services certificate of license to teach shall ensure that DESE has their current legal name and address.

(A) A holder of a student services certificate of license to teach whose name is changed shall notify DESE within ninety (90) days of the name change and provide a copy of the appropriate documents verifying the name change.

(B) A holder of a student services certificate of license to teach whose address has changed shall inform DESE in writing of the change within ninety (90) days of the effective date of the change.

*AUTHORITY: sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2011, and section 168.011, RSMo 2000.\* This rule previously filed as 5 CSR 80-800.230. Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed Aug. 13, 2002, effective March 30, 2003. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed Sept. 22, 2004, effective April 30, 2005. Amended: Filed June 30, 2005, effective Jan. 30, 2006. Amended: Filed April 4, 2007, effective Nov. 30, 2007. Amended: Filed Jan. 18, 2008, effective Sept. 30, 2008. Amended: Filed Jan. 30, 2009, effective Aug. 30, 2009. Moved to 5 CSR 20-400.170, effective Aug. 16, 2011. Amended: Filed Feb. 28, 2012, effective Oct. 30, 2012.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; 168.081, RSMo 1963, amended 1984, 2002; and 168.400, RSMo 1985, amended 1990, 2002.*

#### **5 CSR 20-400.180 Temporary Authorization Certificate of License to Teach**

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state*



and establish requirements and qualifications for those certificates. This rule outlines the procedures for a temporary authorization certificate of license to teach when the applicant is employed by a Missouri public school district or accredited nonpublic school.

*PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(1) An applicant for a Missouri temporary authorization certificate of license to teach (temporary authorization certificate) who possesses good moral character may be granted a temporary authorization certificate upon joint application with a Missouri public school district or accredited nonpublic school. The temporary authorization certificate is limited to the employing Missouri public school district or accredited nonpublic school.

(2) Applications for a Missouri temporary authorization certificate shall be submitted on the forms provided by the State Board of Education (board) and may be obtained by writing the Educator Certification Section at the Department of Elementary and Secondary Education (DESE) at PO Box 480, Jefferson City, MO 65102-0480 or downloading from the Internet.

(3) An application is not considered officially filed with the board until it has been determined by the board or DESE staff to be complete and the application is submitted on the forms provided by the board, signed, and accompanied by two (2) full sets of fingerprints with the appropriate fee as set by the Missouri State Highway Patrol (Highway Patrol) and/or the Federal Bureau of Investigation (FBI), and any other applicable forms. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

(4) The applicant shall request that each state or United States territory regulatory entity in which a professional license including a certificate of license to teach is held or has ever

been held to submit verification of certification or licensure directly to DESE, including information regarding any disciplinary action.

(5) The employing Missouri public school district or accredited nonpublic school must develop a mentoring program to provide adequate support to the holder of the temporary authorization certificate to ensure proper transition into the classroom or administrative environment.

(6) The temporary authorization certificate will not include the areas of elementary education grades 1–6; early childhood, birth–grade 3; early childhood special education, birth–grade 3; blind and partially sighted, birth–grade 12; and/or deaf and hearing impaired, birth–grade 12. Applicants for the areas of driver's education, English for speakers of other languages, gifted, and special reading must hold a certificate of license to teach or must seek a certificate of license to teach in a stand-alone area.

(7) The applicant for a temporary authorization certificate (excluding a temporary authorization administrator's and/or career education certificate) must comply with the following criteria:

(A) Possession of a baccalaureate or higher degree from an accredited college or university in the subject area to be taught or a closely related field or demonstration of exceptional experience in the subject area to be taught.

1. Applicants for a special education temporary authorization certificate must possess a baccalaureate or higher degree from an accredited college or university;

(B) Possession of a grade point average of 2.5 or higher on a 4.0 scale, both overall and in the major area of study;

(C) Submission of a joint application verifying contracted employment with a Missouri public school district or accredited nonpublic school; and

(D) If this is the applicant's initial certificate of license to teach, documentation of a plan of study based upon required certification competencies incorporated in classes provided by an accredited college or university. If the applicant holds an initial Missouri professional or life certificate of license to teach and is seeking an additional certificate of license to teach, a transcript analysis from DESE based on the requirements set forth in the *Compendium of Missouri Certification Requirements* (compendium), which is incorporated by reference and made a part of this rule, must be submitted. Anyone interested in viewing or requesting a copy of the compendium, published by the Department of Elementary and Secondary Education (revised February 2012), may con-

tact the Educator Certification Section, 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480. This rule does not incorporate any subsequent amendments or additions.

(8) The applicant for a temporary authorization administrator's certificate for an administrator must comply with the following criteria:

(A) Possession of a valid Missouri certificate of license to teach;

(B) Completion of five (5) years teaching experience at the appropriate grade levels for which the temporary authorization administrator's certificate is sought in a public school or an accredited nonpublic school, or a combination of such schools;

(C) Possession of a master's or higher degree or currently enrolled in a state-approved master's or higher degree program for the preparation of a school administrator; and

(D) Submission of a joint application verifying contracted employment with a Missouri public school district or accredited nonpublic school.

(9) The applicant for a temporary authorization career education certificate must comply with the following criteria:

(A) Verification of one (1) of the following:

1. Possession of a baccalaureate or higher degree from an accredited college or university in the subject area being taught and four thousand (4,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years;

2. Possession of an associate's degree from an accredited college or university in the subject area being taught and five thousand (5,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years;

3. Six thousand (6,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years; or

4. For the area of Junior Reserve Officer Training Corps (ROTC), a notarized letter from the appropriate branch of the armed services indicating that the applicant is an approved Junior ROTC instructor.

(10) The temporary authorization certificate (excluding a temporary authorization administrator's and/or career education certificate) is valid for up to one (1) school year. It may be renewed annually by joint application from the certificate holder and the employing Missouri public school district or accredited nonpublic school upon demonstration of the following:



(A) Continued contracted employment with a Missouri public school district or accredited nonpublic school;

(B) Documentation of successful Performance Based Teacher Evaluation by the sponsoring Missouri public school district or accredited nonpublic school;

(C) Documentation of participation in a mentoring program by the sponsoring Missouri public school district or accredited nonpublic school;

(D) Taking both the Praxis II assessments, one (1) content knowledge or specialty area assessment and two (2) principles of learning and teaching for the specific grade levels as promulgated by the rules adopted by the board if this is the certificate holder's first renewal. An individual who currently possesses a professional certificate of license to teach will be exempted from taking the principles of learning and teaching;

1. Failure to achieve the Missouri qualifying score on either of these assessments shall be used by the certificate holder and a teacher preparation program to identify priority classes for further study; and

(E) Completion of nine (9) semester hours of course work toward the professional certificate of license to teach in the area of assignment based upon the requirements set forth in the compendium.

(11) The temporary authorization administrator's certificate is valid for up to one (1) school year and may only be renewed annually for four (4) subsequent years. It may be renewed annually by joint application from the certificate holder and the employing Missouri public school district upon demonstration of the following:

(A) Continued contracted employment as an administrator with a Missouri public school district or accredited nonpublic school;

(B) Documentation of participation in a mentoring program by the sponsoring Missouri public school district or accredited nonpublic school; and

(C) Completion of nine (9) semester hours of course work toward the administrator's certificate of license to teach. The appropriate hours will be determined by the state-approved program for the preparation of an administrator's certificate of license to teach.

(12) The temporary authorization career education certificate is valid for up to one (1) school year. It may be renewed annually by joint application from the certificate holder and the employing Missouri public school district or accredited nonpublic school upon demonstration of the following:

(A) Continued contracted employment with a Missouri public school district or

accredited nonpublic school;

(B) Documentation of successful Performance Based Teacher Evaluation by the sponsoring Missouri public school district or accredited nonpublic school;

(C) Documentation of participation in a mentoring program by the sponsoring Missouri public school district or accredited nonpublic school; and

(D) Completion of six (6) semester hours of course work toward the career education certificate of license to teach in the area of assignment based upon the requirements set forth in the compendium and renewable with the completion of six (6) hours each year.

(13) The applicant shall be informed in writing of the decision regarding the application for a temporary authorization certificate.

(14) An individual may qualify for a professional classification certificate of license to teach upon documentation of the following:

(A) The certificate holder has been teaching under a temporary authorization certificate of license to teach for a minimum of two (2) years;

(B) Achievement of the Missouri qualifying score on both the Praxis II assessments, one (1) content knowledge or specialty area assessment and two (2) principles of learning and teaching for the specific grade levels as promulgated by the rules adopted by the board;

(C) Documentation of successful Performance Based Teacher Evaluation by the sponsoring Missouri public school district or accredited nonpublic school;

(D) Documentation of participation in a mentoring program by the sponsoring Missouri public school district or accredited nonpublic school; and

(E) Documentation of key course work in education as listed below:

1. Course work in education not to exceed twenty-four (24) credit hours for any temporary authorization certificate (excluding an administrator's and/or special education temporary certificate) to include competencies in:

A. Psychology of the Exceptional Child;

B. Behavioral Management Techniques;

C. Measurement and Evaluation;

D. Teaching Methods/Instructional Strategies;

E. Methods of Teaching Reading at the appropriate level;

F. Developmental Psychology at the appropriate level; and

G. Beginning Teacher Assistance; or

2. Course work in education not to exceed twenty-nine (29) credit hours for a

special education temporary authorization certificate to include competencies in:

A. Psychology of the Exceptional Child;

B. Behavioral Management Techniques or Supporting Challenging Behavior;

C. Evaluation of Abilities and Achievement (to include Intelligence Testing);

D. Introduction to Teaching Students in one (1) of the following areas:

(I) Cross-Categorical Disabilities;

or

(II) Severely Developmentally Disabled;

E. Methods of Teaching Students in one (1) of the following areas:

(I) Cross-Categorical Disabilities;

or

(II) Severely Developmentally Disabled;

F. Methods of Teaching Reading:

(I) Reading Methods; and

(II) Analysis and Correction of Reading Disabilities;

G. Methods of Teaching Mathematics:

(I) Mathematics Methods; and

(II) Methods of Teaching Remedial Mathematics;

H. Counseling Techniques or Collaboration with Family, School, and Community;

I. Selection and use of assistive technology such as augmentative communication systems (only for the Severely Developmentally Disabled certificate of license to teach);

J. Alternative formats for communication including: nonverbal communication systems (only for the Severely Developmentally Disabled certificate of license to teach); and

K. Speech and Language Development of the Exceptional Child (only for the Severely Developmentally Disabled certificate of license to teach).

(15) The holder of a temporary authorization certificate shall ensure that DESE has their current legal name and address.

(A) A holder of a temporary authorization certificate whose name is changed shall notify DESE within ninety (90) days of the name change and provide a copy of the appropriate documents verifying the name change.

(B) A holder of a temporary authorization certificate whose address has changed shall inform DESE in writing of the change within ninety (90) days of the effective date of the change.

(16) All Missouri public school districts are required to disclose the certification status of teachers holding a temporary authorization



certificate by public notice in a form established by the board and consistent with applicable state laws and regulations.

*AUTHORITY: sections 161.092, 168.021, 168.071, 168.081, and 168.083, RSMo Supp. 2011, and section 168.011, RSMo 2000.\* This rule previously filed as 5 CSR 80-800.260. Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed Aug. 13, 2002, effective March 30, 2003. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed Sept. 22, 2004, effective April 30, 2005. Amended: Filed June 30, 2005, effective Jan. 30, 2006. Amended: Filed April 4, 2007, effective Nov. 30, 2007. Amended: Filed Jan. 18, 2008, effective Sept. 30, 2008. Amended: Filed Jan. 30, 2009, effective Aug. 30, 2009. Amended: Filed Feb. 1, 2010, effective Sept. 30, 2010. Moved to 5 CSR 20-400.180, effective Aug. 16, 2011. Amended: Filed Feb. 28, 2012, effective Oct. 30, 2012.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; 168.081, RSMo 1963, amended 1984, 2002; and 168.083, RSMo 2002.*

**5 CSR 20-400.190 Application for a Career Education Certificate of License to Teach**

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the procedures for application for a career education certificate of license to teach.*

*PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(1) An applicant for a Missouri career education certificate of license to teach who possesses good moral character, the appropriate professional/technical skills and the appropriate educator course work may be granted a Missouri career education certificate of license to teach.

(2) Applications for a Missouri certificate of license to teach shall be submitted on the forms provided by the State Board of Education (board), accompanied by the appropriate fee and may be obtained by writing the Educator Certification Section of the Department of Elementary and Secondary Education (DESE) at PO Box 480, Jefferson City, MO 65102 or downloading from the Internet.

(3) An application is not considered officially filed with the board until it has been determined by the board or DESE staff to be complete and the application is submitted on the forms provided by the board, signed and accompanied by two (2) full sets of fingerprints with the appropriate fee as set by the Missouri State Highway Patrol (Highway Patrol) and/or the Federal Bureau of Investigation (FBI) and any other applicable forms and/or fees. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

(4) The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or post-secondary institution must request and endorse certification and/or renewal for the applicant.

(5) The applicant must comply with the specific requirements for the various career education certificates of license to teach as set forth in the *Compendium of Missouri Certification Requirements* (compendium), which is incorporated by reference and made a part of this rule. Anyone interested in viewing or requesting a copy of the compendium, published by the Department of Elementary and Secondary Education (revised February 2012), may contact the Educator Certification Section, 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480. This rule does not incorporate any subsequent amendments or additions.

(6) If the applicant seeks a career education certificate of license to teach from DESE in an area which Missouri currently issues a professional license or certification, the applicant must possess a valid, unencumbered, undisciplined professional license or certificate from the professional licensing entity within Missouri.

(7) The applicant shall submit verification of certification or licensure directly to DESE including information regarding any discipli-

nary action from each state or United States' territory regulatory entity in which a professional license, including a certificate of license to teach, is held or has ever been held.

(8) Following review by DESE, the applicant shall be informed in writing of the decision regarding the application for a career education certificate of license to teach.

(9) The holder of a career education certificate of license to teach shall ensure that DESE has their current legal name and address.

(A) A holder of a career education certificate of license to teach whose name is changed shall notify DESE within ninety (90) days of the name change and provide a copy of the appropriate documents verifying the name change.

(B) A holder of a career education certificate of license to teach whose address has changed shall inform DESE in writing of the change within ninety (90) days of the effective date of the change.

(10) The following career education certificates of license to teach may be issued and renewed as set forth in the compendium:

(A) Initial career education valid for four (4) years; and

(B) Career continuous career education.

(11) When an individual's career education certificate of license to teach has expired for thirty (30) days, the individual must meet current requirements as set forth in the compendium.

*AUTHORITY: sections 161.092, 168.021, 168.071, and 168.081, RSMo Supp. 2011, and section 168.011, RSMo 2000.\* This rule previously filed as 5 CSR 80-800.270. Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed Aug. 13, 2002, effective March 30, 2003. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed Sept. 22, 2004, effective April 30, 2005. Amended: Filed June 30, 2005, effective Jan. 30, 2006. Amended: Filed April 4, 2007, effective Nov. 30, 2007. Amended: Filed Jan. 18, 2008, effective Sept. 30, 2008. Amended: Filed Jan. 30, 2009, effective Aug. 30, 2009. Amended: Filed Feb. 1, 2010, effective Sept. 30, 2010. Moved to 5 CSR 20-400.190, effective Aug. 16, 2011. Amended: Filed Feb. 28, 2012, effective Oct. 30, 2012.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; and 168.081, RSMo 1963, amended 1984, 2002.*



### 5 CSR 20-400.200 Application for an Adult Education and Literacy Certificate of License to Teach

**PURPOSE:** *The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the procedures for application for an adult education and literacy certificate of license to teach.*

**PUBLISHER'S NOTE:** *The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(1) An applicant for a Missouri adult education and literacy (AEL) certificate of license to teach who possesses good moral character may be granted a Missouri AEL certificate of license to teach.

(2) Applications for a Missouri certificate of license to teach shall be submitted on the forms provided by the State Board of Education (board), accompanied by the appropriate fee and may be obtained by writing the Educator Certification Section of the Department of Elementary and Secondary Education (DESE) at PO Box 480, Jefferson City, MO 65102 or by downloading from the Internet.

(3) An application is not considered officially filed with the board until it has been determined by the board or DESE staff to be complete and the application is submitted on the forms provided by the board, signed and accompanied by two (2) full sets of fingerprints with the appropriate fee as set by the Missouri State Highway Patrol (Highway Patrol) and/or the Federal Bureau of Investigation (FBI) and any other applicable forms and/or fees. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

(4) The applicant shall submit verification of certification or licensure directly to DESE including information regarding any disciplinary action from each state or United States'

territory regulatory entity in which a professional license, including a certificate of license to teach, is held or has ever been held.

(5) The following AEL professional classification certificates of license to teach may be issued and renewed as set forth in the *Compendium of Missouri Certification Requirements* (compendium), which is incorporated by reference and made a part of this rule. Anyone interested in viewing or requesting a copy of the compendium, published by the Department of Elementary and Secondary Education (revised February 2012), may contact the Educator Certification Section, 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480. This rule does not incorporate any subsequent amendments or additions:

(A) Initial AEL valid for four (4) years; and

(B) Career Continuous AEL.

(6) Following review by DESE, the applicant shall be informed in writing of the decision regarding the application for an AEL certificate of license to teach.

(7) When an individual's AEL certificate of license to teach has expired for thirty (30) days, the individual must meet current requirements as set forth in the compendium.

**AUTHORITY:** *sections 161.092, 168.021, 168.071, and 168.081, RSMo Supp. 2011, and section 168.011, RSMo 2000.\* This rule previously filed as 5 CSR 80-800.280. Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed Aug. 13, 2002, effective March 30, 2003. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed Sept. 22, 2004, effective April 30, 2005. Amended: Filed June 30, 2005, effective Jan. 30, 2006. Amended: Filed April 4, 2007, effective Nov. 30, 2007. Amended: Filed Jan. 18, 2008, effective Sept. 30, 2008. Amended: Filed Jan. 30, 2009, effective Aug. 30, 2009. Amended: Filed Feb. 1, 2010, effective Sept. 30, 2010. Moved to 5 CSR 20-400.200, effective Aug. 16, 2011. Amended: Filed Feb. 28, 2012, effective Oct. 30, 2012.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; and 168.081, RSMo 1963, amended 1984, 2002.*

### 5 CSR 20-400.210 Application for Certificates of License to Teach on the Basis of Certification by the American Board for Certification of Teacher Excellence (ABCTE)

**PURPOSE:** *The state board of education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the procedures for applicants to acquire certification through the American Board for Certification of Teacher Excellence (ABCTE).*

(1) In addition to all the criteria for application provided under 5 CSR 80-800.200, an initial four (4)-year certificate shall be issued to an applicant who has successfully obtained certification through the American Board for Certification of Teacher Excellence (ABCTE) and upon verification by the school principal of sixty (60) contact hours in any one (1) of the following areas:

(A) Sixty (60) contact hours in a public school or accredited nonpublic school classroom, of which at least forty-five (45) must be teaching;

(B) Sixty (60) contact hours as a substitute teacher in a public school or accredited nonpublic school, with at least thirty (30) consecutive hours in the same classroom; or

(C) Sixty (60) contact hours of teaching as a paraprofessional.

(2) Upon completion of the requirements listed in section (1) of this rule and completion of the requirements listed herein, an applicant shall be eligible to apply for a career continuous professional certificate:

(A) Completion of thirty (30) contact hours of professional development within four (4) years, which may include hours spent in class in an appropriate college curriculum;

(B) Completion of four (4) years of department-approved teaching experience;

(C) Development and implementation of a professional development plan;

(D) Completion of two (2) years in a district mentoring program approved by the state board of education or the ABCTE;

(E) Participate in the district's Performance-Based Teacher Evaluations (PBTEs); and

(F) Participation in a beginning teacher assistance program.

(3) Certification authorized under this rule shall not be granted for the areas of early childhood education, elementary education, or special education.

**AUTHORITY:** *section 161.092, RSMo Supp. 2007.\* This rule previously filed as 5 CSR 80-800.285. Original rule filed April 9, 2008, effective Oct. 30, 2008. Moved to 5 CSR 20-400.210, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003.*



**5 CSR 20-400.220 Application for Substitute Certificate of License to Teach**

*PURPOSE: This rule outlines the procedures for application for a substitute certificate of license to teach.*

(1) An applicant for a substitute Missouri certificate of license to teach who has successfully completed sixty (60) semester hours or more of credit from an academic degree granting institution which is contained within the United States Department of Education's *Directory of Post-Secondary Institutions*, or approved by the commissioner of education, and possesses good moral character may be granted a substitute Missouri certificate of license to teach pursuant to the rules promulgated by the State Board of Education (board).

(2) An applicant for a career/technical substitute Missouri certificate of license to teach who has successfully completed:

(A) A bachelor's degree in an area appropriate for the career/technical area sought and four thousand (4,000) hours of locally approved, related occupational experience; or

(B) An associate's degree in an area appropriate for the career/technical area sought and five thousand (5,000) hours of locally approved, related experience; or

(C) Six thousand (6,000) hours of locally approved, related occupational experience; or

(D) Approved by the commissioner of education and possesses good moral character may be granted a career/technical substitute Missouri certificate of license to teach for a period of four (4) years.

(3) An applicant for a substitute Missouri certificate of license to teach who holds a valid Missouri certificate of license to teach in a content or career/technical area; or approved by the commissioner of education and possesses good moral character may be granted a substitute Missouri certificate of license to teach for a period of four (4) years. Applicants may renew the substitute certificate of license to teach by completing a new fingerprint report every four (4) years or when employed by a new school district's required fingerprinting.

(4) Applications for a substitute Missouri certificate of license to teach shall be confirmed by the hiring school district in a manner designated by the Department of Elementary and Secondary Education (DESE).

(5) An application is not considered officialy filed with the State Board of Education (board) until it has been determined by the board or DESE staff to be complete and the application is submitted on the forms provid-

ed by the board, signed, and accompanied by two (2) full sets of fingerprints with the appropriate fee as set by the Missouri State Highway Patrol (Highway Patrol) and/or Federal Bureau of Investigation (FBI) and any other applicable forms and/or fees. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

*AUTHORITY: sections 161.092, 168.021, 168.071, and 168.081, RSMo Supp. 2009 and section 168.011, RSMo 2000.\* This rule previously filed as 5 CSR 80-800.290. Emergency rule filed July 30, 1999, effective Aug. 9, 1999, expired Jan. 26, 2000. Original rule filed July 30, 1999, effective Feb. 29, 2000. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed June 30, 2005, effective Jan. 30, 2006. Amended: Filed Feb. 1, 2010, effective Sept. 30, 2010. Moved to 5 CSR 20-400.220, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2002, 2003; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; and 168.081, RSMo 1963, amended 1984, 2002.*

**5 CSR 20-400.230 Discipline and Denial of Certificates of License to Teach**

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state, establish requirements and qualifications for those certificates and cause those certificates to be revoked, suspended, invalidated or deleted in a manner provided in state law. This rule establishes procedures for action by the State Board of Education.*

(1) The State Board of Education (the board) may discipline, refuse to issue, or renew a certificate of license to teach for any one (1) or combination of the following:

(A) An individual has pled guilty or been found guilty of a felony or crime involving moral turpitude whether or not sentence is imposed;

(B) Certification was obtained through the use of fraud, deception, misrepresentation or bribery;

(C) Evidence of the certificate holder's incompetence, immorality, or neglect of duty;

(D) The certificate holder has been subject to disciplinary action relating to certification in another state upon grounds for which dis-

cipline is authorized in Missouri; and/or

(E) A certificate holder annulled a written contract with the local board of education for reasons other than election to the general assembly, without the consent of the majority of the local board members.

(2) School districts may file charges pursuant to section (1).

(A) Charges must be in writing and signed by the chief administrative officer of the district or by the president of the board when so authorized by a majority of the board in those instances where the charges are filed by or on behalf of the school district's local board of education.

(B) Charges filed by or on behalf of the school district's local board of education must be sworn by the party(ies) making the accusation, and filed with the Department of Elementary and Secondary Education (DESE).

(C) Charges may be filed by the attorney general's office on behalf of the school district for any one or combination of the causes in section (1) except annulment of a written contract.

(3) DESE may file charges for any one or combination of the causes in section (1), other than annulment of a written contract.

(A) Charges must be in writing and signed by legal counsel.

(4) Upon receipt of charges made pursuant to section 168.071, RSMo and filed with DESE, DESE shall provide at least thirty (30) days notice to the parties and may conduct a hearing.

(5) Except as provided in sections (6) and (7), the commissioner of education, or his/her designee(s) (hearing officer), shall conduct all hearings on charges filed to discipline a certificate(s) of license to teach as provided in section 168.071, RSMo. A transcript of the hearing along with findings of fact and conclusions of law will be forwarded to the members of the board. The board, at a regular meeting, will render a decision based upon the transcript of the hearing, exhibits and any other information presented at the meeting.

(A) Where the underlying conduct or action of the certificate holder is the basis of charges filed and such conduct or action is subject to pending criminal charges, the certificate holder may request in writing a delayed hearing on advice of his/her legal representation under the fifth amendment of the *Constitution of the United States*.

1. The request shall be submitted to the hearing officer, by the certificate holder or by legal counsel.



2. The request shall provide documentation of the pending criminal charge and contain a statement specifying what underlying conduct or actions are subject to the pending criminal charge.

(B) The hearing officer shall, based upon the request, suspend the hearing process until a trial is completed on the criminal charges.

(C) The hearing officer may accept into the hearing record sworn testimony of a minor child relating to misconduct received in any court or administrative hearing.

(6) Upon documentation from a court of a plea of guilty or conviction of the following crime(s) whether or not sentence is imposed, an individual's certificate of license to teach shall be revoked, or in the case of an applicant, not issued:

- (A) Murder 1st Degree;
- (B) Murder 2nd Degree;
- (C) Arson 1st Degree;
- (D) Assault 1st Degree;
- (E) Forcible Rape;
- (F) Forcible Sodomy;
- (G) Kidnapping;
- (H) Robbery 1st Degree;
- (I) Rape;
- (J) Statutory Rape 1st Degree;
- (K) Statutory Rape 2nd Degree;
- (L) Sexual Assault;
- (M) Statutory Sodomy 1st Degree;
- (N) Statutory Sodomy 2nd Degree;
- (O) Child Molestation 1st Degree;
- (P) Child Molestation 2nd Degree;
- (Q) Deviate Sexual Assault;
- (R) Sexual Misconduct Involving a Child;
- (S) Sexual Misconduct 1st Degree;
- (T) Sexual Abuse;
- (U) Enticement of a Child;
- (V) Attempting to Entice a Child;
- (W) Incest;
- (X) Abandonment of Child 1st Degree;
- (Y) Abandonment of Child 2nd Degree;
- (Z) Endangering the Welfare of a Child 1st Degree;
- (AA) Abuse of Child;
- (BB) Child Used in a Sexual Performance;
- (CC) Promoting Sexual Performance by a Child;
- (DD) Trafficking in Children; and
- (EE) Offenses Involving Child Pornography and Related Offenses:
  1. Promoting obscenity 1st degree;
  2. Promoting obscenity 2nd degree if penalty is enhanced to Class D Felony;
  3. Promoting child pornography 1st degree;
  4. Promoting child pornography 2nd degree;
  5. Possession of child pornography 1st degree;
  6. Possession of child pornography 2nd degree;

7. Furnishing child pornography to a minor;

8. Furnishing pornographic materials to minors;

9. Coercing acceptance of obscene material.

(7) An individual who has had their certificate(s) of license to teach revoked pursuant to section (6) may appeal, in writing, said revocation to the commissioner of education within ninety (90) days of notice of the revocation. Upon receiving the intent to appeal, a hearing will be held before a hearing officer. The individual will be given not less than thirty (30) days notice of the hearing, the opportunity to be heard, and the opportunity for witnesses. A transcript of the hearing along with findings of fact and conclusions of law will be forwarded to the members of the board. The board, at a regular meeting, will render a decision based upon the transcript of the hearing, exhibits and any other information presented at the meeting. The board's decision may be appealed to the circuit court as provided in section (9).

(8) The board may suspend or revoke for a specified time, or indefinitely, a certificate of license to teach pursuant to the rules promulgated by the board. The board may also accept a voluntary surrender or informally settle a case through a consent agreement or agreed settlement.

(9) Within thirty (30) days of the board's final decision, an individual may file a petition for judicial review pursuant to sections 536.100 to 536.140, RSMo.

(10) When a local board of education learns that a certificate holder has pled guilty or is found guilty of any felony or misdemeanor involving moral turpitude; whether or not sentence is imposed under the laws of this state, or any other state, of the United States or any other country, the local board of education shall immediately provide written notice to DESE and the Office of the Attorney General.

(A) Written notice shall contain the following information, if known:

1. Certificate holder's name;
2. Social Security number;
3. Date of birth;
4. Last known address; and/or
5. Information regarding the criminal record.

*AUTHORITY: sections 168.011, RSMo 2000 and 161.092, 168.021, 168.071 and 168.081, RSMo Supp. 2003.\* This rule previously filed as 5 CSR 80-800.300. Emergency rule filed March 22, 1999, effective April 1, 1999, expired Sept. 27, 1999. Original rule filed*

*March 22, 1999, effective Sept. 30, 1999. Amended: Filed Aug. 13, 2002, effective March 30, 2003. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Moved to 5 CSR 20-400.230, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2002; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002; and 168.081, RSMo 1963, amended 1984, 2002.*

### 5 CSR 20-400.240 Deletion of Certificates of License to Teach

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state under the provisions of section 168.021.1, RSMo and to establish requirements and qualifications for those certificates and cause those certificates to be revoked, suspended, invalidated or deleted in a manner provided in section 168.071, RSMo. This rule establishes procedures for action by the State Board of Education.*

(1) A certificate holder requesting deletion of a certificate(s) of license to teach and/or endorsement(s) must submit a notarized statement in the form required by the State Board of Education specifically requesting the deletion(s).

(2) In the event the individual is employed to teach in any public school in Missouri, the board of education of the employing school district must formally approve and consent, by majority vote, to the deletion sought by the teacher. Upon written verification by the district superintendent that the teacher has not taught within the last three (3) years in the specific subject matter area for which deletion is requested, approval of the local board of education is not required.

(3) Applicants applying for reissuance of their certificate(s) of license to teach and/or endorsement(s) which have been deleted pursuant to the rules promulgated by the state board will be required to meet, in full, the certification requirements that are in effect at the time the new application is made.

*AUTHORITY: sections 161.092, 168.011 and 168.081, RSMo 1994 and 168.021 and 168.071, RSMo Supp. 1998.\* This rule previously filed as 5 CSR 80-800.310. Emergency rule filed March 22, 1999, effective April 1, 1999, expired Sept. 27, 1999. Original rule filed March 22, 1999, effective Sept. 30, 1999. Moved to 5 CSR 20-400.240, effective Aug. 16, 2011.*





*\*Original authority: 161.092, RSMo 1963, amended 1973; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998; and 168.081, RSMo 1963, 1984.*

**5 CSR 20-400.250 Certificate of License to Teach Content Areas**

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the current areas for certificates of license to teach.*

*PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(1) Valid certificates of license to teach issued by an authorized Missouri certification authority prior to the effective date of this regulation, remain in force and effect absent other actions taken by the authorized certification authority. Current certificates of license to teach will be able to be renewed absent other action taken by the authorized certification authority.

(2) Certificates of license to teach are issued and renewed by the State Board of Education (board) pursuant to the certification requirements found in the *Compendium of Missouri Certification Requirements* (compendium), which is incorporated by reference and made a part of this rule, and the rules promulgated by the board in the specialized areas as follows. Anyone interested in viewing or requesting a copy of the compendium, published by the Department of Elementary and Secondary Education (revised February 2012), may contact the Educator Certification Section, 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480. This rule does not incorporate any subsequent amendments or additions.

- (A) Early childhood education, birth-grade 3;
- (B) Elementary education, grades 1-6;
- (C) Middle school education, grades 5-9 with at least one (1) area of certification in the following areas:
  - 1. Agricultural education;
  - 2. Business education;

- 3. Industrial technology;
  - 4. Language arts;
  - 5. Mathematics;
  - 6. Science;
  - 7. Social science; and/or
  - 8. Speech/theatre;
- (D) Secondary education, grades 9-12 in the following areas:
- 1. Agricultural education;
  - 2. Art;
  - 3. Business education;
  - 4. English;
  - 5. Health;
  - 6. Technology and Engineering;
  - 7. Journalism;
  - 8. Mathematics;
  - 9. Physical education;
  - 10. Science: biology;
  - 11. Science: chemistry;
  - 12. Science: earth science;
  - 13. Science: general science;
  - 14. Science: physics;
  - 15. Social science;
  - 16. Speech/theatre;
  - 17. Unified science: biology;
  - 18. Unified science: chemistry;
  - 19. Unified science: earth science;
- and/or
- 20. Unified science: physics;

- (E) Special education in one (1) or more of the following areas:
- 1. Blind and partially sighted, birth-grade 12;
  - 2. Deaf and hearing impaired, birth-grade 12;
  - 3. Early childhood special education, birth-grade 3;
  - 4. Mild/moderate cross-categorical, grades K-12; and/or
  - 5. Severely developmentally disabled, birth-grade 12;

- (F) Other certificates of license to teach may be issued in one (1) or more of the following areas:
- 1. Art, grades K-12;
  - 2. Dance, grades K-12;
  - 3. Family and consumer sciences, birth-grade 12;
  - 4. Foreign language, grades K-12;
  - 5. Health, grades K-12;
  - 6. Instrumental music, grades K-12;
  - 7. Library media specialist, grades K-12;
  - 8. Physical education, grades K-12 or grades K-9; and/or
  - 9. Vocal music, grades K-12;

- (G) Other certification areas may be added to a certificate of license to teach except for career education, adult education and literacy, temporary authorization, and/or substitute certificates of license to teach in one (1) or more of the following areas:
- 1. Art, grades K-9;
  - 2. Driver education, grades 9-12;

- 3. English for speakers of other languages, grades K-12;
- 4. Family resource specialist, birth-grade 3;
- 5. Foreign language, grades K-9;
- 6. Gifted education, grades K-12;
- 7. Health, grades K-9;
- 8. Mathematics specialist, grades 1-6; and/or
- 9. Special reading, grades K-12;

- (H) Administrator certificates of license to teach may be issued in one (1) or more of the following areas:
- 1. Superintendent, grades K-12;
  - 2. Principal, grades K-8, grades 5-9, and/or grades 7-12;
  - 3. Special education director, grades K-12; and/or
  - 4. Career education director, secondary or post-secondary;

- (I) Student services certificates of license to teach may be issued in one (1) or more of the following areas:
- 1. School counselor, grades K-8 and/or 7-12;
  - 2. School psychological examiner, grades K-12;
  - 3. School psychologist, grades K-12;
  - 4. Adult education supervisor;
  - 5. Career education counselor;
  - 6. Career services coordinator; and/or
  - 7. Speech-language pathologist, birth-grade 12;

- (J) Career education certificates of license to teach may be issued in one (1) or more of the following areas (see Appendix A, which is included herein):
- 1. Agriculture education;
  - 2. Business education;
  - 3. Family, Consumer Science, and Human Services;
  - 4. Health sciences;
  - 5. Junior Reserve Officers Training Corps (ROTC);
  - 6. Marketing education;
  - 7. Special needs; and/or
  - 8. Technology and Engineering;

(K) Adult education and literacy certificates of license to teach;

(L) Temporary authorization certificates of license to teach;

(M) Provisional certificates of license to teach; and/or

(N) Substitute certificates of license to teach.

(3) Certification requirements will be reviewed on a seven (7) calendar-year cycle. The Missouri Advisory Council of Certification for Educators (MACCE) will submit recommendations to the board and commissioner of education for their consideration, beginning September 1, 2004, regarding the status of certification requirements.



### Appendix A—Career Education Certificates

#### Agriculture Education

- Agricultural Business
- Agricultural Education
- Agricultural Mechanics
- Agricultural Processing
- Agricultural Production
- Agricultural Resources
- Agricultural Services/Supplies
- Forestry
- Horticulture

#### Business Education

- Career Business Education

#### Family, Consumer Science, and Human Services

- Apparel and Textiles
- Career Family and Consumer Science
- Cosmetic Services, Other
- Cosmetologist\*\*
- Culinary Arts
- Dietetic Services

#### Family and Consumer Sciences Related Careers Cooperative Education

- Food and Beverage/Restaurant Operations Manager
- Food Production, Management, and Related Services
- Hospitality Administration/Management, General
- Housing and Home Environments
- Human Development/Adult Development and Aging\*
- Human Development/Child Care
- Massage Therapy\*\*

\*Requires Associates Degree

\*\*Requires Professional Licensing

#### Health Sciences

- Dental Assistant\*
- Dental Hygienist\*
- Dental Laboratory Technician
- Diagnostic Medical Sonography Technician\*
- Emergency Medical Technology/Technician\*
- Funeral Service and Mortuary Science\*
- Health Professions and Related Sciences, Other
- Health Unit Coordinator/Ward Clerk
- Licensed Practical Nursing (LPN Training)\*
- Medical Assistant\*
- Medical Laboratory Assistant\*
- Medical Laboratory Technician\*
- Medical Radiologic Technology/Technician\*
- Medical Record Technology/Technician (Health Information Technology)\*

- Medical Transcription\*
- Nursing Assistant/Aide\*
- Nursing, Other\*
- Occupational Therapy Assistant\*
- Pharmacy Technician/Assistant\*
- Physical Therapy Assistant\*
- Registered Nursing (RN Training)\*
- Respiratory Therapy Technician\*
- Sign Language Interpreter\*
- Surgical/Operating Room Technology\*

#### Marketing Education

- Marketing

#### Skilled Technical Sciences

- Aircraft Mechanic/Technician, Airframe\*
- Aircraft Mechanic/Technician, Powerplant\*
- Architectural Engineering Technology/Technician
- Auto/Automotive Body Repairer
- Auto/Automotive Mechanic/Technician
- Automotive Engineering Technology/Technician
- Aviation Management
- Aviation Systems and Avionics Maintenance Technologist/Technician\*
- Biomedical Engineering-Related Technology/Technician
- Building/Property Maintenance and Manager
- Cabinet Maker and Millworker
- Carpenter
- Cartography
- Chemical Technology/Technician
- Civil Engineering/Civil Technology/Technician
- Commercial Photography
- Communications Systems Installer and Repairer
- Computer Installer and Repairer
- Computer Maintenance Technology/Technician
- Construction Equipment Operator
- Construction/Building Technology/Technician
- Diesel Engine Mechanic and Repairer
- Drafting, General
- Electrical and Electronics Equipment Installer and Repairer, General
- Electrical and Power Transmission Installer, General
- Electromechanical Technology/Technician
- Fire Protection and Safety Technology/Technician
- Fire Science/Firefighting
- Graphic and Printing Equipment Operator, General
- Graphic Design, Commercial Art, and Illustration
- Heating, Air Conditioning, and Refrigeration Mechanic and Repairer

- Heavy Equipment Maintenance and Repairer
- Industrial Design
- Industrial Electronics Installer and Repairer
- Industrial Machinery Maintenance and Repairer
- Instrumentation Technology/Technician
- Ironworking/Ironworker
- Laser and Optical Technology/Technician
- Law Enforcement/Police Science
- Machinist/Machine Technologist
- Major Appliance Installer and Repairer
- Manufacturing Technology
- Marine Maintenance and Ship Repairer
- Mason and Tile Setter
- Mechanical Engineering/Mechanical Technology/Technician
- Motorcycle Mechanic and Repairer
- Nuclear Engineering Technology/Technician
- Occupational Safety and Health Technology/Technician
- Painter and Wall Coverer
- Pipefitting/Pipefitter and Sprinkler Fitter
- Plumbing Technology/Plumber
- Quality Control Technology/Technician
- Radio and Television Broadcasting Technology/Technician
- Robotics Technology/Technician
- Sheet Metal Worker
- Small Engine Mechanic and Repairer
- Truck, Bus, and Other Commercial Vehicle Operator
- Upholsterer
- Water Quality and Wastewater Treatment Technology/Technician
- Welder/Welding Technologist

\* Requires Professional Licensing

*AUTHORITY: sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2011, and section 168.011, RSMo 2000.\* This rule previously filed as 5 CSR 80-800.350. Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed Aug. 13, 2002, effective March 30, 2003. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed Sept. 22, 2004, effective April 30, 2005. Amended: Filed June 30, 2005, effective Jan. 30, 2006. Amended: Filed April 4, 2007, effective Nov. 30, 2007. Amended: Filed Jan. 18, 2008, effective Sept. 30, 2008. Amended: Filed Jan. 30, 2009, effective Aug. 30, 2009. Amended: Filed Feb. 1, 2010, effective Sept. 30, 2010. Moved to 5 CSR 20-400.250, effective Aug. 16, 2011. Amended: Filed Feb. 28, 2012, effective Oct. 30, 2012.*



\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; 168.081, RSMo 1963, amended 1984, 2002; and 168.400, RSMo 1985, amended 1990, 2002.

5 CSR 20-400.260 Certificate of License to Teach Classifications

PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the classification of certificates of license to teach.

PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.

(1) Certificates of license to teach are issued and renewed by the State Board of Education (board) pursuant to the certification requirements found in the Compendium of Missouri Certification Requirements (compendium), which is incorporated by reference and made a part of this rule, and the rules promulgated by the board. Anyone interested in viewing or requesting a copy of the compendium, published by the Department of Elementary and Secondary Education (revised February 2012), may contact the Educator Certification Section, 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480. This rule does not incorporate any subsequent amendments or additions.

(2) Effective dates for initial certificates of license to teach, except for substitutes certificates of license to teach, are as follows:

- (A) June 1, when the application is received from May 1 through July 31;
(B) August 15, when the application is received from August 1 through November 30; or
(C) January 1, when the application is received from December 1 through April 30.

(3) If a certificate of license to teach is renewed, except for a substitute certificate of license to teach, the effective date of renewal will be the date of expiration of the certificate of license to teach, providing that the applica-

tion for renewal and supporting materials are received by the Department of Elementary and Secondary Education (DESE) prior to or on the expiration date.

(A) If the renewal of the certificate of license to teach is received by DESE within eleven (11) months of the expiration date of the certificate or a shorter time if specified in the rules promulgated by the board, the effective date of renewal will be the certificate's expiration date.

(B) If an individual's certificate of license to teach renewal is received after the certificate has expired for more than eleven (11) months or a shorter time if specified in the rules promulgated by the board, the individual must meet the current certification requirements as set forth in the compendium unless extenuating circumstances exist and the individual obtains the approval of the commissioner of education.

(4) Certificates of license to teach may be issued pursuant to the rules promulgated by the board, to individuals in the following classifications:

- (A) Initial Professional Classification (IPC); and/or
(B) Career Continuous Professional Classification (CCPC) (doctoral applicants are ineligible to advance to the CCPC level).

(5) For the purpose of this rule, one (1) contact hour for professional development is defined as—

- (A) Sixty (60) minutes of professional development; or
(B) One (1) hour college credit equals fifteen (15) contact hours of professional development.

(6) Initial Professional Classification (IPC)—

(A) A four (4) year IPC classification will be issued to applicants who meet the certification requirements and possess less than four (4) years of state-approved teaching experience;

(B) During the valid dates of the IPC classification, the certificate holder shall complete the following requirements:

- 1. Verification of four (4) years of state-approved teaching experience;
2. Develop and implement a professional development plan of at least thirty (30) contact hours, approved by the employing school district, to include clearly stated goals for improvement and enrichment;
3. Participate in a mentoring program for a minimum of two (2) school years, the guidelines for which shall be established by the local board of education;
4. Participate in a beginning teacher assistance program designed in cooperation with a Missouri teacher education program to

include, but not be limited to, assistance in classroom management, instructional strategies and ongoing support; and

5. Participate in the district's Performance-Based Teacher Evaluations (PBTEs); and/or

(C) Individuals who have not been employed in a school setting may renew their certificate upon a showing of good cause and the following:

- 1. Written request for renewal; and
2. Documentation of completion of a plan to complete twenty-four (24) contact hours of professional development within six (6) months prior to or after returning to an educational position.

(7) Career Continuous Professional Classification (CCPC)—

(A) A CCPC classification will be issued to an applicant upon completion and verification of the following:

- 1. Four (4) years of state-approved teaching experience;
2. The development and implementation of a professional development plan of at least thirty (30) contact hours approved by the employing school district to include clearly stated goals for improvement and enrichment;
3. Participation in a mentoring program for a minimum of two (2) school years, the guidelines for which shall be established by the local board of education;

4. Participation in a beginning teacher assistance program designed in cooperation with a Missouri teacher education program to include, but not be limited to, assistance in classroom management, instructional strategies and ongoing support; and

5. Participation in the district's PBTEs;
(B) The CCPC classification is continuous upon verification by the employing school district that the certificate holder has completed fifteen (15) contact hours of professional development per school year;

1. Individuals possessing a CCPC who do not complete fifteen (15) contact hours of professional development each school year, may within two (2) school years make up the missing hours. The individual must first meet the fifteen- (15-) hour requirement for the current school year and then count the excess hours as makeup hours;

2. A CCPC becomes inactive if the individual does not make up the requisite hours within two (2) school years; and/or

3. A CCPC may be reactivated by the individual completing twenty-four (24) contact hours of professional development within six (6) months prior to or after the reactivation of the certificate. Failure of the individual to complete the twenty-four (24) contact hours within six (6) months will result in the certificate becoming inactive; and



(C) The CCPC holder is exempt from the fifteen (15) contact hours of professional development, if the holder has a local professional development plan in place with the school and at least two (2) of the following:

1. Ten (10) years of state-approved teaching experience;

2. A master's degree from an accredited college or university; and/or

3. Certification from the National Board for Professional Teaching Standards, or for school psychologists, the certificate of nationally certified school psychologist issued by the National Association of School Psychologists (NASP), or for speech-language pathologists, the certificate of clinical competence in speech-language pathology issued by the American Speech-Language-Hearing Association (ASHA).

(8) Any level of a Missouri professional classification shall be extended for a teacher whose service is interrupted due to a reduction in force (RIF) or military service.

(9) Individuals who have not been employed in a school setting for three (3) or more school years may reactivate the appropriate level of professional classification certificate of license to teach by completing twenty-four (24) contact hours of professional development within six (6) months prior to or after returning to an educational position.

(10) The local district and teacher shall submit, on an upgrade application form provided by DESE, a request for renewal and/or continuation of a particular classification level; verification that the teacher has completed the requirements of a particular classification level and/or the request for advancement to the next classification level.

(11) Any certificate holder denied certification by the board pursuant to this rule may appeal the decision pursuant to the rules promulgated by the board.

(12) Any certificate holder's disagreement with the school district's verification of requirements for the classification levels shall be dealt with through an appeal process developed by the school district's local board of education.

(13) Approved teaching experience, as described in the rules promulgated by the board, must be in Missouri public schools, schools approved or accredited by the state education agency in states other than Missouri, or in nonpublic schools accredited by an affiliate of the National Federation of Nonpublic School State Accrediting Associations, or one (1) of the six (6) regional accrediting associations for schools and col-

leges, or by the University of Missouri-Columbia, or other schools accredited by a DESE-approved accrediting agency which incorporate standards that include an entry-year mentor program, professional development plans for faculty, in-service training for faculty, and PBTEs. Teaching experience must be contracted and at least half-time. Substitute teaching or serving as a teacher's aide or assistant will not be counted as teaching experience.

(14) Provisional certificates of license to teach may be issued to an individual for two (2) years and may be extended upon a showing of good cause. Provisional certificates of license to teach may be issued in the following situations:

(A) A two- (2-) year provisional certificate of license to teach may be issued to an individual who has completed the academic requirements for a certificate of license to teach, but has not taken or passed the exit assessment(s) designated by the board; or

(B) A two- (2-) year provisional certificate of license to teach may be issued to an individual who has been admitted into a state-approved post-baccalaureate or alternative professional education program at a Missouri institution of higher education and is actively engaged in coursework to satisfy the requirements of the program; or

(C) A two- (2-) year provisional certificate of license to teach may be issued to an individual who has completed a teacher preparation program and is generally within twelve (12) semester hours of completion of the certification requirements as set forth in the compendium.

(15) Administrator certificates of license to teach may be issued to an individual and renewed pursuant to the requirements found in the compendium and the rules promulgated by the board.

(16) Student services certificates of license to teach may be issued to an individual and renewed pursuant to the requirements found in the compendium and the rules promulgated by the board.

(17) Substitute certificates of license to teach may be issued to an individual for four (4) years pursuant to the requirements found in the compendium and the rules promulgated by the board.

(18) Career education certificates of license to teach may be issued to an individual and renewed pursuant to the requirements found in the compendium and the rules promulgated by the board.

(19) Adult education and literacy certificates of license to teach may be issued to an individual and may be renewed pursuant to the requirements found in the compendium and the rules promulgated by the board.

(20) Temporary authorization certificates of license to teach may be issued to an individual for one (1) year and may be renewed pursuant to the requirements found in the compendium and the rules promulgated by the board.

*AUTHORITY: sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2011, and sections 168.011, 168.128, 168.405, and 168.409, RSMo 2000.\* This rule previously filed as 5 CSR 80-800.360. Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed Oct. 25, 2001, effective June 30, 2002. Amended: Filed Aug. 13, 2002, effective March 30, 2003. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed Sept. 22, 2004, effective April 30, 2005. Amended: Filed June 30, 2005, effective Jan. 30, 2006. Amended: Filed April 4, 2007, effective Nov. 30, 2007. Amended: Filed Jan. 18, 2008, effective Sept. 30, 2008. Amended: Filed Jan. 30, 2009, effective Aug. 30, 2009. Amended: Filed Feb. 1, 2010, effective Sept. 30, 2010. Moved to 5 CSR 20-400.260, effective Aug. 16, 2011. Amended: Filed Feb. 28, 2012, effective Oct. 30, 2012.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; 168.081, RSMo 1963, amended 1984, 2002; 168.128, RSMo 1969, amended 1983; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

#### 5 CSR 20-400.270 Fees

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the fees assessed.*

(1) The State Board of Education (board) shall establish fees sufficient to recover costs of processing and issuing certificates of license to teach. All applicants for a certificate of license to teach shall submit the approved application accompanied by the required fee.

(2) All fees are nonrefundable.



*AUTHORITY: sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2012.\* This rule previously filed as 5 CSR 80-800.370. Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed Aug. 13, 2002, effective March 30, 2003. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Moved to 5 CSR 20-400.270, effective Aug. 16, 2011. Amended: Filed Dec. 3, 2012, effective June 30, 2013.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

### 5 CSR 20-400.280 Required Assessments for Professional Education Certification in Missouri

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and to establish requirements and qualifications for those certificates. This rule establishes required assessments for individuals applying for an initial or additional certificate of license to teach.*

*PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(1) Each applicant seeking a Missouri certificate of license to teach will successfully complete an exit assessment to measure the applicant's competency in subject matter, pedagogical knowledge, or both, prior to being granted the certificate. An exemption exists if the applicant holds a valid certificate of license to teach from another state.

(A) The State Board of Education (board) has selected the Praxis II: Content Knowledge or Specialty Area assessments and the Principles of Learning and Teaching assessments developed by the Educational Testing Service (ETS) as the exit assessments for cer-

tificates of license to teach. Qualifying scores are established by the board and published by ETS for each assessment designated for an area of certification.

1. Applicants seeking initial certificates of license to teach must complete and achieve a Missouri qualifying score in the content knowledge or specialty area assessment in their major area of preparation or the appropriate principles of learning and teaching assessment if no content knowledge or specialty area assessment is designated, except in the areas of special education, student services, and administration (see Appendix A, which is included herein).

2. Applicants holding a valid Missouri professional or life certificate of license to teach in a content area who are seeking an additional certificate(s) of license to teach in another content area(s) will receive the additional certificate(s) upon meeting either of the following conditions:

A. Complete and achieve a Missouri qualifying score for the Praxis II content knowledge or specialty area assessment designated for the certificate of license to teach, except for the areas of unified science, special education other than mild/moderate cross categorical disabilities, student services, administration, career education, and adult education and literacy; or

B. Successfully complete the applicable certification requirements as set forth in the *Compendium of Missouri Certification Requirements* (compendium), which is incorporated by reference and made a part of this rule. Anyone interested in viewing or requesting a copy of the compendium, published by the Department of Elementary and Secondary Education (revised February 2012), may contact the Educator Certification Section, 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480. This rule does not incorporate any subsequent amendments or additions.

3. Applicants holding a valid Missouri professional or life certificate of license to teach in a secondary content area who are seeking additional certification for middle school in the same content area will receive the additional certification upon meeting either of the following conditions:

A. Complete and achieve a Missouri qualifying score for the Praxis II: Principles of Learning and Teaching, grades five through nine (5–9), assessments; or

B. Successfully complete the applicable certification requirements for middle school education, grades five through nine (5–9), as set forth in the compendium.

(B) In addition to the previously described assessments, the board will accept successful

completion of the National Board for Professional Teaching Standards (NBPTS) or, for school psychologists, the National Association of School Psychologists (NASP) assessment as meeting the exit assessment requirement for Missouri. Therefore, applicants seeking a Missouri certificate of license to teach having certification granted by the NBPTS or NASP are not required to take the exit assessment designated by the board in the content area for which they hold NBPTS or NASP certification.

(C) The board has selected the School Leaders Licensure Assessment (SLLA) developed by ETS to assess the attainment of competencies required for the building-level administrator certificate of license to teach (see Appendix A). A minimum qualifying score for this assessment is established by the board.

(D) The board has selected the School Superintendent Assessment (SSA) developed by ETS to assess the attainment of competencies required for the district-level administrator certificate of license to teach (see Appendix A). A minimum qualifying score for this assessment is established by the board.

(E) Applicants seeking a Missouri certificate of license to teach shall have their assessment score(s) reported to the Department of Elementary and Secondary Education by the authorized testing agency and on their application for initial certification from the college/university recommending the applicant for their certificate of license to teach, if appropriate.

(2) Applicants seeking a certificate of license to teach in a career education area, adult education and literacy, substitute and/or temporary authorization certificate of license to teach may not be required to take an exit assessment prior to the issuance of the certificate of license to teach.

(3) Applicants holding a temporary authorization certificate of license to teach who have not completed a state-approved teacher preparation program shall complete and achieve the Missouri qualifying scores for both the Praxis II content knowledge or specialty area assessment for the content area and the Praxis II Principles of Learning and Teaching for the specific grade ranges prior to advancement to a professional classification certificate of license to teach (see Appendix A).



**APPENDIX A**  
**ASSESSMENTS DESIGNATED FOR CERTIFICATION IN MISSOURI**

The Praxis® assessments listed below have been designated by the State Board of Education to fulfill the assessment requirement for certification in Missouri. The assessments are listed beside the certificates to which they correspond.

Test Codes beginning with five (5) or six (6) indicate a test that is offered in a computer-based format.

<b>Missouri Certificate of License to Teach</b>	<b>Test Code</b>	<b>Designated Assessment</b>
Early Childhood Education, Birth–Grade 3	0021 5021	Education of Young Children
Early Childhood Special Education, Birth–Grade 3	0691	Special Education: Preschool/Early Childhood
Elementary Education, Grades 1–6	0011 5011	Elementary Education: Curriculum, Instruction, and Assessment
Elementary Mathematics Specialist, Grades 1–6	0069	Middle School Mathematics
Middle School Education, Grades 5–9	—	—
Language Arts	0049 5049	Middle School English—Language Arts
Mathematics	0069	Middle School Mathematics
Science	0439	Middle School Science
Social Science	0089 5089	Middle School Social Studies
Other Middle School Subject Areas	0623 5623	Principles of Learning and Teaching, Grades 5–9
Secondary Education, Grades 9–12 (except as noted)	—	—
Agriculture	0700	Agriculture
Art K–12, 9–12	0134 5134	Art: Content Knowledge
Business Education	0101 5101	Business Education: Content Knowledge
English	0041 5041	English Language, Literature, and Composition: Content Knowledge
Family and Consumer Sciences	0121 5121	Family and Consumer Sciences
Foreign Language: K–12	—	—
Chinese (Mandarin) K–12	5665	Chinese (Mandarin): World Language
French K–12	5174	French: World Language
German K–12	5183	German: World Language
Spanish K–12	5195	Spanish: World Language
Health K–12, 9–12	0550 5550	Health Education
Technology & Engineering	0051	Technology Education
Library Media Specialist, K–12	0311 5311	Library Media Specialist
Marketing Education	0561	Marketing Education
Mathematics	0061 5061	Mathematics: Content Knowledge
Music: Instrumental, Vocal K–12	0114 5114	Music: Content and Instruction
Physical Education K–9, K–12, 9–12	0091 5091	Physical Education: Content Knowledge
Science:	—	—
Biology	0235 5235	Biology: Content Knowledge
Chemistry	0245 5245	Chemistry: Content Knowledge
Earth Science	0571 5571	Earth and Space Science: Content Knowledge
General Science	0435 5435	General Science: Content Knowledge
Physics	0265 5265	Physics: Content Knowledge
Social Science	0081 5081	Social Studies: Content Knowledge



APPENDIX A—continued

<u>Missouri Certificate of License to Teach</u>	<u>Test Code</u>	<u>Designated Assessment</u>
Special Education, K-12	—	—
Blind and Partially Sighted <sup>1</sup>	0282	Special Education: Teaching Students with Visual Impairments
Deaf and Hearing Impaired <sup>1</sup>	0272	Special Education: Education of Deaf and Hard of Hearing Students
Mild-Moderate Cross-Categorical Disabilities	0543	Special Education: Content Knowledge and Mild to Moderate Applications
Severely Developmentally Disabled <sup>1</sup>	0545	Special Education: Content Knowledge and Severe to Profound Applications
Speech/Theatre	0221	Speech Communication
Speech and Language Pathologist K-12 <sup>3</sup>	0330	Speech-Language Pathology
Unified Science <sup>2</sup>	—	—
Biology	0235	Biology: Content Knowledge
Chemistry	0245	Chemistry: Content Knowledge
Earth Science	0571	Earth and Space Science: Content Knowledge
Physics	0265	Physics: Content Knowledge
K-12 or 9-12 teaching certification for which no specialty area assessment or content knowledge assessment is designated and a Temporary Authorization Certificate (TAC) of License to Teach	0624	Principles of Learning and Teaching, Grades 7-12
School Counselor K-8, 7-12 <sup>3</sup>	0421	Professional School Counselor
School Psychologist K-12 <sup>3</sup>	0401	School Psychologist
Building-Level Administrator <sup>3</sup>	6011	School Leaders Licensure Assessment (SLLA)
Principal K-8, 5-9, 9-12		
Special Education Administrator K-12		
Career Education Director		
District-Level Administrator (Superintendent) K-12 <sup>3</sup>	1020	School Superintendent Assessment (SSA)

<sup>1</sup> Not available by completion of the designated assessment only; also requires completion of a program of study in special education with the area of specialization from a state-approved institution.

<sup>2</sup> Not available by completion of the designated assessment only; also requires completion of a program of study in the unified science core with the area of specialization from a state-approved institution.

<sup>3</sup> Not available by completion of the designated assessment only; also requires completion of a program of study and a recommendation from a state-approved institution.

*AUTHORITY:* sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2012, and sections 168.011, 168.405, and 168.409, RSMo 2000.\* This rule previously filed as 5 CSR 80-800.380. Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed March 1, 2002, effective Sept. 30, 2002. Amended: Filed Aug. 13, 2002, effective March 30, 2003. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed Sept. 22, 2004, effective April 30, 2005. Amended: Filed June 30, 2005, effective

Jan. 30, 2006. Amended: Filed April 4, 2007, effective Nov. 30, 2007. Amended: Filed Jan. 18, 2008, effective Sept. 30, 2008. Amended: Filed Jan. 30, 2009, effective Aug. 30, 2009. Amended: Filed Feb. 1, 2010, effective Sept. 30, 2010. Moved to 5 CSR 20-400.280, effective Aug. 16, 2011. Amended: Filed Feb. 28, 2012, effective Oct. 30, 2012. Amended: Filed Oct. 12, 2012, effective May 30, 2013.

\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011; 168.071, RSMo

1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.

**5 CSR 20-400.290 Procedure for Potential Candidates for Missouri Certificate of License to Teach with a Criminal History to Petition the State Board of Education for Background Clearance**

*PURPOSE:* This rule outlines the procedure for a potential candidate for Missouri certificate of license to teach with a criminal



history to petition the State Board of Education for a professional background clearance.

(1) Potential candidates for a Missouri certificate of license to teach who are currently enrolled in professional education courses in conjunction with state-approved teacher preparation programs may petition the State Board of Education (board) for provisional clearance of their background, enabling possible issuance of a Missouri certificate of license to teach upon completion of their teacher preparation program and pursuant to the rules promulgated by the board.

(2) A potential candidate may apply to petition the board for background clearance by completing and submitting the background check form. The form is provided by the board and may be obtained by writing the Educator Certification Section of the Department of Elementary and Secondary Education (DESE) at PO Box 480, Jefferson City, MO 65102, or the form may be downloaded from the Internet. The form contains the following:

(A) Applicant's full name, date of birth and Social Security number;

(B) Applicant's residential address;

(C) Details regarding teaching certificates or similar titles and/or other professional licenses or similar titles held, including but not limited to disciplinary actions, denials, restrictions, revocations, voluntary surrenders, suspensions, reprimands and/or investigations;

(D) Details regarding being found guilty, plea of guilty, receipt of a suspended imposition of sentence or entering a plea of *nolo contendere* for any violation of any laws of a state, the United States or any other country, other than a traffic violation; and

(E) Details regarding any pending complaints and/or investigations before any regulatory board or agency.

(3) A potential candidate wishing to petition the board shall request and obtain documentation of current enrollment in a professional education course in conjunction with a state-approved teacher preparation program from the designated official of the institution.

(4) A potential candidate wishing to petition the board for background clearance shall request that each state or United States territory regulatory entity in which a professional license including a certificate of license to teach is held or has ever been held to submit verification of certification or licensure directly to DESE, including information regarding any disciplinary action.

(5) The background check form is not considered officially filed with the board until it has been determined by the board or DESE staff to be complete and the application is submitted on the forms provided by the board, signed and accompanied by two (2) full sets of fingerprints with the appropriate fee as set by the Missouri State Highway Patrol (Highway Patrol) and/or the Federal Bureau of Investigation (FBI) and any other applicable forms and/or fees. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

*AUTHORITY: sections 161.092, 168.021, 168.071 and 168.081, RSMo Supp. 2004 and 168.011, RSMo 2000. \* This rule previously filed as 5 CSR 80-800.400. Original rule filed Jan. 19, 2000, effective Aug. 30, 2000. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed Sept. 22, 2004, effective April 30, 2005. Moved to 5 CSR 20-400.290, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; and 168.081, RSMo 1963, amended 1984, 2002.*

### **5 CSR 20-400.300 Procedures and Standards for Approval of Professional Education Programs in Missouri**

*PURPOSE: This rule provides procedures and standards for approval of professional education programs in baccalaureate degree granting colleges and universities in Missouri. The rule also provides procedures and standards for approval of preliminary teacher education programs in associate's degree granting colleges in Missouri and acceptance of academic credits from these colleges for purposes of meeting requirements for teacher certification.*

*PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction.*

*This note applies only to the reference material. The entire text of the rule is printed here.*

(1) For the purpose of this rule, unless the context clearly requires otherwise, the following terms shall mean:

(A) Annual reports. Written reports prepared by the professional education unit each year attesting to its continuing capacity to meet the standards and requirements of the State Board of Education (board);

(B) Approved. The action by the board authoring a professional education program(s) to recommend candidates for certification as a result of the program having demonstrated compliance with all of the standards for the preparation of educational professionals, not to exceed seven (7) years;

(C) Candidate. An individual admitted to or enrolled in a program for the preparation of teachers or other professional school personnel;

(D) Certification. The official recognition by the board that an individual has met state requirements and is, therefore, approved to practice as a duly certified/licensed education professional;

(E) Approved with conditions. The action by the board authorizing a professional education program to recommend candidates for certification for a period, not to exceed two (2) years, with conditions and limitations stipulated by the board. This decision indicates that a program is not in compliance with one (1) or more of the standards used to evaluate the program;

(F) Disapproved. The action by the board to deny or revoke the authorization of a professional education program to recommend candidates for state certification;

(G) Evaluation team. A team selected by the Department of Elementary and Secondary Education (DESE) for the purpose of conducting an on-site review and evaluation of an institution's professional education unit and programs; the team includes a member of DESE, faculty from elementary or secondary schools and institutions of higher education possessing board approved professional education programs;

(H) Interim review. A review conducted during a period of program approval, consistent with board procedures and standards and authorized by the commissioner of education (commissioner) when s/he has reason to believe that an institution or an approved program is no longer in compliance with state standards;

(I) Preliminary teacher education program. A program that provides the introductory or





early phases of teacher preparation culminating in a two (2)-year associate's degree;

(J) Professional education unit. A college, school, department, or other administrative entity within an institution of higher education that is primarily responsible for the initial and advanced preparation of teachers and other professional school personnel; and

(K) Professional education program. A planned sequence of courses and experiences for preparing teachers or other professional school personnel to work in pre-kindergarten through grade twelve (PK-12) schools.

(2) Professional education programs offered by institutions of higher education in Missouri shall be evaluated according to the Missouri Standards for Teacher Education Programs (MoSTEP) and the Benchmarks for Preliminary Teacher Education Programs, along with a glossary (October 2006) which are hereby incorporated by reference and made a part of this rule, as published by the Department of Elementary and Secondary Education, Educator Preparation, PO Box 480, Jefferson City, MO 65102-0480. This rule does not incorporate any subsequent amendments or additions.

(3) In lieu of MoSTEP, the board may accept the standards of any accrediting agency used for the evaluation of a professional education unit in an institution of higher education if the agency is approved by the United States Department of Education and has established a formal agreement with DESE.

(4) An institution of higher education seeking initial approval of its professional education program(s) shall submit a written request and supporting documentation in accordance with the standards and procedures in MoSTEP.

(5) An institution of higher education with state-approved professional education program(s) shall submit to DESE annual reports in a form consistent with the rules and regulations promulgated by the board.

(6) An evaluation team shall conduct an on-site review of an institution's professional education program(s) to determine compliance with MoSTEP and shall prepare a report for the commissioner.

(7) The commissioner shall review the evaluation team's report and may request additional information from the institution before recommendations are made to the board.

(8) The commissioner shall recommend to the board that the professional education pro-

gram(s) of the institution be approved, approved with conditions or disapproved. The commissioner's recommendation shall not include disapproval of programs for which the institution was not afforded an opportunity for a hearing according to the provisions of Chapter 536, RSMo.

(9) The board shall review the recommendations of the commissioner and shall approve, approve with conditions, or disapprove an institution's professional education program(s). The board shall not disapprove programs for which the institution was not afforded an opportunity for a hearing according to the provisions of Chapter 536, RSMo.

(A) Should the board approve with conditions any professional education program(s) offered by an institution, the institution's authorization to recommend candidates for certification shall not exceed two (2) years with conditions and limitations stipulated by the board. Approved with conditions for a professional education program(s) shall not be extended or renewed without consent of the board or its designee.

(B) Should the board disapprove any professional education program(s) offered by an institution of higher education, the commissioner shall notify the institution of the decision and inform the institution of the reasons for the decision.

(10) The commissioner may authorize an interim review of a professional education unit or an approved professional education program(s) in accordance with the rules and regulations promulgated by the board. As a result of the review, and upon the recommendation of the commissioner, the board may disapprove a unit's or program's authorization to recommend candidates for certification.

(11) Requisite conditions, guidelines, procedures and standards, as set forth in the rules and regulations promulgated by the board, shall be followed by any institutions seeking board approval of their professional education program(s).

(12) DESE will accept academic credits from state-approved preliminary teacher education programs in Missouri's community colleges to meet general education, subject knowledge and/or professional education competencies required for certification.

(13) All institutions of higher education in Missouri seeking approval for preliminary professional education programs shall be reviewed and evaluated by DESE and

approved by the board pursuant to MoSTEP and the Benchmarks for Preliminary Teacher Education Programs.

*AUTHORITY: sections 161.092 and 168.021, RSMo Supp. 2005 and 161.097 and 161.099, RSMo 2000.\* This rule was previously filed as 5 CSR 80-800.015 and 5 CSR 80-805.015. Original rule filed Sept. 29, 1986, effective Jan. 12, 1987. Amended: Filed Aug. 1, 1988, effective Nov. 25, 1988. Amended: Filed April 25, 1990, effective Sept. 28, 1990. Amended: Filed Oct. 31, 1996, effective June 30, 1997. Amended: Filed Dec. 23, 1998, effective Aug. 30, 1999. Amended: Filed July 28, 2000, effective Feb. 28, 2001. Amended: Filed Sept. 24, 2002, effective April 30, 2003. Amended: Filed April 5, 2004, effective Nov. 30, 2004. Amended: Filed July 14, 2006, effective Feb. 28, 2007. Moved to 5 CSR 20-400.300, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 161.097, RSMo 1985; 161.099, RSMo 1993; and 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003.*

### **5 CSR 20-400.310 Basic Education Competencies Required Prior to Admission to Approved Teacher Education Programs in Missouri**

*PURPOSE: The State Board of Education is authorized to grant certificates of license to be a professional educator in any of the public schools of the state and to establish requirements and qualifications for those certificates. This regulation establishes 1) a requirement that all students shall demonstrate basic educational competencies prior to formal admission into the approved programs in Missouri and 2) procedures for implementation.*

(1) All educator preparation programs shall verify that each applicant for formal admission to an approved educator preparation program has demonstrated basic educational competencies by achieving a passing score, as approved by the State Board of Education (board), for each subtest of the approved general knowledge and skills assessment prior to her/his admission (see Appendix A).

(2) All educator preparation programs recommending an applicant for an initial Missouri teaching certificate shall furnish the Department of Elementary and Secondary Education (department) with the following information and documentation:

(A) A completed application form which shall be provided by the department;



- (B) An official transcript(s);
- (C) A computation of the applicant's grade point average verified and signed by an appropriate program official;
- (D) Verification that the applicant has achieved a passing score as determined by the board for each subtest of the general knowledge and skills assessment for entry into teacher education (see Appendix A); and
- (E) A statement of competency determination of an applicant with handicapping conditions as evaluated at the educator preparation program for basic educational competency through appropriate testing instruments and/or procedures by psychometrists designated or approved by the appropriate official of the educator preparation program.

#### APPENDIX A

##### Policies for the Board-Designated General Knowledge and Skills Assessment

1. Candidates must obtain a satisfactory rating in each of the subtests (English, Language Arts including writing, mathematics, science, and social studies) independently.
2. Candidates who do not obtain a satisfactory rating for any particular subtest (English, Language Arts including writing, mathematics, science, and social studies) may opt to retake the entire examination or only the unsatisfactory subtest(s).
3. Candidates will have two (2) years from the first attempt to obtain a satisfactory rating in all of the subtests of the general knowledge and skills assessment (English, Language Arts including writing, mathematics, science, and social studies), after which time they must begin anew the requirement for obtaining a satisfactory rating in all subtests.
4. Once satisfactory ratings have been obtained in all of the subtests of the general knowledge and skills assessment, these scores will remain valid permanently.
5. Candidates may retake the examination as many times as they choose and as frequently as it is offered, but not more than once during any single statewide test administration period.
6. In the case of retakes, the highest rating obtained will be considered for the teacher entry criterion.
7. Candidates may use hand-held calculators during administration of the general knowledge and skills assessment.
8. Each educator preparation program shall make appropriate allowances for administering the general knowledge and skills assessment and the assessment of oral communication skills to candidates with physically handicapping conditions.
9. The general knowledge and skills assessment will be offered several times per calendar year according to a schedule established by the department with the advice of a committee representative of educator preparation programs and other appropriate persons.
10. Through a procedure for advance registration, candidates will be strongly encouraged to preregister for the general knowledge and skills assessment; however, candidates are permitted (at additional cost) to take the test without preregistering providing space and testing materials are available, and other logistical considerations can be accommodated at a particular test location.
11. Candidates who have achieved a baccalaureate degree from a regionally-accredited institution of higher education prior to seeking admission into an approved teacher education program shall be deemed to have achieved a satisfactory rating on all subtests and are not required to take the general knowledge and skills assessment.
12. The assessment of oral communication skills will follow the criteria and procedures designed by the commissioner of education.
13. The board shall determine an appropriate passing score for each subtest. These scores are subject to periodic review and revision by the board.

*AUTHORITY: sections 161.092, 168.021, and 168.400, RSMo Supp. 2012, and section 168.011, RSMo 2000.\* This rule was previously filed as 5 CSR 80-800.050 and 5 CSR 80-805.020. Original rule filed Aug. 15, 1983, effective Dec. 12, 1983. Emergency amendment filed Sept. 2, 1988, effective Sept. 13, 1988, expired Nov. 24, 1988. Amended: Filed Aug. 1, 1988, effective Nov. 25, 1988. Amended: Filed Oct. 1, 1991, effective March 9, 1992. Amended: Filed Dec. 19, 1995, effective July 30, 1996. Moved to 5 CSR 20-400.310, effective Aug.*

*16, 2011. Amended: Filed Aug. 28, 2012, effective March 30, 2013.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011; and 168.400, RSMo 1985, amended 1990, 2002.*

#### 5 CSR 20-400.320 Innovative and Alternative Professional Education Programs

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the criteria for innovative or alternative programs for preparing candidates for a certificate of license to teach in Missouri.*

(1) For purposes of this rule, unless the context clearly indicates otherwise, the following terms shall mean:

(A) Alternative program. A program for the preparation of professional school personnel that provides a curriculum for post-baccalaureate degree candidates without professional education preparation to enable them to meet the requirements for state certification;

(B) Candidate for certification. An individual who has been admitted into a program for the preparation of teachers or other professional school personnel;

(C) Conceptual framework. The rationale and organizing principles that guide the development of the knowledge base, structure, operation, curriculum and accountability for a professional education program;

(D) Conventional program. A program for the preparation of professional school personnel that includes a curriculum of general education, content and professional studies, and clinical experiences designed for candidates who enter college upon graduation from high school and culminates in a bachelor's or higher degree; and/or

(E) Innovative program. A program for the preparation of professional school personnel that includes all of the elements and requirements of a conventional program, but utilizes non-conventional methods for delivering the prescribed curriculum (ex. field-based instruction, distance learning via telecommunications or Internet, etc.)

(2) An institution of higher education having state-approved conventional professional education programs that prepare candidates for a Missouri certificate of license to teach may also offer innovative or alternative programs.



(A) An institution seeking to offer an innovative or alternative professional education program shall submit a proposal to the Educator Preparation Section at the Department of Elementary and Secondary Education (DESE) addressing the elements discussed in this section. Only those programs which DESE determines to have merit and potential for providing quality preparation for candidate certification will be considered for approval. The proposals should include at a minimum the following elements:

1. A description of the proposed program based upon a statement of the purpose and objectives for an area of the public school curriculum and a statement of the nature of the proposed program that is consistent with those objectives, the mission of the institution, and the conceptual framework for the professional education unit. These statements shall be based on analyses of current practices and trends in the identified area of the public school curriculum;

2. A clearly formulated statement of the competencies for educators in the identified area of the public school curriculum. These competencies shall include subject knowledge and professional skills based upon current research and practice and shall include the competencies for educators identified in the standards for professional education programs adopted by the State Board of Education (board);

3. A curriculum matrix delineating the courses and supervised field experiences prescribed to address competencies appropriate for a beginning teacher candidate to meet state certification requirements, a description of the process by which the candidates will be prepared, and provisions for assessing candidates and keeping records of their progress through the program;

4. Identification of the administrative structure of the proposed program indicating that responsibility for the program is vested in the professional education unit of the institution. Institutions shall designate the appropriate department, division, school, or college within the institution to act within the framework of general institutional policies on all matters relating to such programs;

5. Clearly identified human and physical resources to support the program. The continuing availability of the resources shall be assured for the duration of the program. Any resources not under the control of the institution shall be defined and confirmed by the controlling agency; and

6. A written plan for the continuing evaluation of the proposed program that includes definition and specifications of the kinds of evidence that will be gathered and

reported to the institution and DESE at designated intervals. Evaluation reports shall provide information to identify areas in the program that need to be strengthened and/or to suggest new directions for program development.

(B) Innovative and alternative programs shall abide by and be evaluated according to the Missouri standards for professional education programs included in rules promulgated by the board.

(3) An individual who meets the criteria established by a Missouri college or university for its conventional professional education programs may participate in an innovative program. Upon admission into an innovative program, the individual becomes a candidate for certification.

(4) An individual may become a candidate in an alternative certification program offered by a Missouri college or university upon meeting the following criteria:

(A) The individual shall have earned a bachelor's or higher degree in the content area or a closely allied field of the desired certificate of license to teach from a regionally accredited institution and shall have a cumulative grade point average no lower than the Missouri requirement for teacher certification (2.5 on a 4.0 scale) and a grade point average no lower than 2.5 in the major (content) area;

(B) The individual shall participate in a structured interview conducted by faculty of the teacher education institution for screening, diagnostic and advising purposes;

(C) The individual shall undergo a background check conducted by the Missouri State Highway Patrol (Highway Patrol) and/or the Federal Bureau of Investigation (FBI), which includes submitting to DESE two (2) full sets of fingerprints in a manner acceptable to the Highway Patrol and/or FBI and paying the required fees;

(D) Upon admission into an alternative program, the individual becomes a candidate for certification;

(E) The candidate shall have completed or be enrolled in coursework, which addresses adolescent development, psychology of learning, and teaching methodology in the content area, prior to receiving provisional certification and teaching in a public school;

(F) The candidate shall enter into a four (4)-party academic contract with the college or university offering the alternative program, an employing Missouri school district and DESE, whereupon s/he shall receive a two (2)-year provisional certificate of license to teach and shall:

1. Be assigned by the school district a mentor who teaches the same subject and approximately the same grade level to observe and work with the candidate while s/he is teaching during the school day until the candidate completes the alternative program;

2. Receive any additional assistance, as determined by the college or university, until the candidate completes the alternative program;

3. Participate in the employing school district's professional development programs; and

4. Participate in the employing school district's Performance-Based Teacher Evaluation (PBTE) program;

(G) The candidate shall complete at least eight (8) additional semester hours of professional education coursework in the prescribed program of study during the year following the receipt of the provisional certificate; and

(H) The candidate's teaching experience with the employing school district while participating in an approved alternative program shall satisfy the clinical experiences requirement for professional certification.

(5) Prior to the expiration of his/her provisional certificate of license to teach, the candidate must successfully complete the exit assessment designated by the board for the Initial Professional Classification (IPC) certificate of license to teach.

(6) Institutions shall be authorized to recommend for IPC certificates of license to teach candidates who complete approved innovative or alternative certification programs in accordance with the rules promulgated by the board.

*AUTHORITY: sections 161.097 and 168.011, RSMo 2000 and 161.092, 168.021 and 168.081, RSMo Supp. 2005.\* This rule previously filed as 5 CSR 80-805.030. Original rule filed Oct. 25, 2001, effective June 30, 2002. Amended: Filed April 27, 2006, effective Nov. 30, 2006. Moved to 5 CSR 20-400.320, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 161.097, RSMo 1985; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003; and 168.081, RSMo 1963, amended 1984, 2002.*

**5 CSR 20-400.330 Clinical Experience Requirements for Candidates in Professional Education Programs**

*PURPOSE: This rule establishes clinical experience requirements for candidates in*



*professional education programs approved by the State Board of Education in all baccalaureate degree granting four-year colleges and universities in Missouri.*

(1) For the purpose of this rule, unless the context clearly requires otherwise, the following terms shall mean:

(A) Accredited nonpublic school. A school that has met the standards of a state recognized accrediting agency and has received the approval of such agency;

(B) Board. Missouri State Board of Education;

(C) Clinical experiences. Supervised student teaching or internships that are conducted in approved educational settings such as a public or accredited nonpublic school or classroom. Students in professional education programs are immersed in the learning community and are provided opportunities to develop and demonstrate competence in the professional roles for which they are preparing;

(D) Clinical faculty. Faculty from schools, preschool–grade twelve (12), and institutions of higher education responsible for instructing, supervising, and assessing preservice education students during student teaching assignments, internships, or other field experiences;

(E) Cooperating teacher. A teacher with at least three (3) years experience in a public or accredited nonpublic school setting, having professional classification certification in the content area and grade range being taught, with whom preservice students are placed for student teaching or other field experiences to fulfill the requirements of a professional education program;

(F) Field experiences. Venues in which students in professional education programs may observe, assist, tutor, instruct, and/or conduct research. Field experiences may occur in off-campus settings such as public or accredited nonpublic schools or classrooms;

(G) Internship. A post-licensure or graduate clinical experience under the supervision of clinical faculty; may also refer to a preservice clinical experience;

(H) Mentor. An experienced teacher, administrator, or other school professional with appropriate certification who provides support to a beginning educator by providing instruction, coaching, counseling or other assistance in the performance of his/her duties and responsibilities;

(I) Preservice. The period of time during which a student is undergoing professional training to become a teacher, administrator or other certificated school employee; and/or

(J) Teacher assistant. An individual who has served as an assistant or aide with teach-

ing responsibilities to a certificated teacher in a public school or accredited nonpublic school setting.

(2) Each institution of higher education offering professional education program(s) for teacher certification shall require preservice teacher education students to complete clinical and other field experiences under the supervision of a qualified cooperating teacher and a qualified clinical faculty member from the institution's professional education program in accordance with rules promulgated by the board, with the following exception:

(A) Programs having preservice teacher education students who have been employed in public or accredited nonpublic schools for at least two (2) years as teacher assistants shall accept such experiences in lieu of the conventional student teaching requirement if the following conditions are met:

1. The preservice student's experience as a teacher assistant was concurrent with the student's participation in the professional education program and in the same content area and grade range for which the student is seeking certification;

2. The teacher assistant shall have conducted teaching activities comparable to those required for other preservice education students in conventional student teaching placements and demonstrating similar competencies;

3. The teacher with whom the teacher assistant served meets the qualifications for a cooperating teacher, as defined in this rule;

4. The teacher with whom the teacher assistant served has been provided training for observing and evaluating the assistant's teaching practice through the institution providing the assistant's professional education program or through the school or district's mentor training program; and

5. The teacher assistant has been working with permission and under the authority of the principal of the school or a designee.

*AUTHORITY: sections 161.097 and 168.021, RSMo 2000 and 161.092 and 168.400, RSMo Supp. 2002. \* This rule previously filed as 5 CSR 80-805.040. Original rule filed Sept. 24, 2002, effective April 30, 2003. Moved to 5 CSR 20-400.330, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002; 161.097, RSMo 1985; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000; and 168.400, RSMo 1985, amended 1990, 2002.*

#### **5 CSR 20-400.340 Administrative Procedures for the Teacher Education Scholarship Program**

(Rescinded March 30, 2013)

*AUTHORITY: sections 160.276, 160.278, 160.281, and 160.283, RSMo 2000. This rule previously filed as 5 CSR 80-850.010. Original rule filed Dec. 2, 1985, effective Feb. 24, 1986. Amended: Filed Aug. 1, 1989, effective Nov. 27, 1989. Rescinded and readopted: Filed March 29, 2002, effective Oct. 30, 2002. Moved to 5 CSR 20-400.340, effective Aug. 16, 2011. Rescinded: Filed Aug. 28, 2012, effective March 30, 2013.*

#### **5 CSR 20-400.350 Administrative Procedures for the Minority Teaching Scholarship Program**

(Rescinded March 30, 2013)

*AUTHORITY: sections 161.415, 161.418, 161.421, and 161.424, RSMo 1994. This rule previously filed as 5 CSR 80-850.015. Emergency rule filed July 19, 1995, effective July 29, 1995, expired Nov. 25, 1995. Original rule filed May 24, 1995, effective Jan. 30, 1996. Moved to 5 CSR 20-400.350, effective Aug. 16, 2011. Rescinded: Filed Aug. 28, 2012, effective March 30, 2013.*

#### **5 CSR 20-400.360 Missouri Critical Teacher Shortage Forgivable Loan Program**

*PURPOSE: Section 168.600, RSMo, establishes a critical teacher shortage forgivable loan program. Upper division undergraduate or graduate level students enrolled full-time in approved teacher education programs leading to teacher certification would be eligible to apply for this program. This program would provide forgivable loans of up to four thousand dollars (\$4,000) for undergraduate students and eight thousand dollars (\$8,000) for graduate students who declared an intent to teach in Missouri public elementary and secondary schools in critical teacher shortage areas. The General Assembly makes an annual appropriation for the purpose of funding this program. This rule sets forth requirements for the implementation of this program.*

(1) The Missouri critical teacher shortage forgivable loan program contains the following:

(A) For the purpose of this rule, unless the context clearly requires otherwise, critical teacher shortage area shall mean:

1. Certification areas identified annually by the statistical analysis conducted by the Division of Teacher Quality and Urban Education, Department of Elementary and Secondary Education (DESE) and submitted to the U.S. Department of Education as critical teacher shortage areas; and/or



2. School buildings that serve low income families (one-third (1/3) or more of the students qualify for free and reduced price meals);

(B) An undergraduate forgivable loan may be awarded annually for two (2) undergraduate years and shall not exceed four thousand dollars (\$4,000) per year, or for a maximum of three (3) years for programs requiring a fifth year of instruction to obtain initial teaching certification; and

(C) A graduate forgivable loan may be awarded annually for two (2) graduate years and shall not exceed eight thousand dollars (\$8,000) per year.

(2) Eligible candidates are residents of Missouri and will be chosen on a first come first served basis with preference given to applicants who declare an intent to teach in both an identified certification area and school building that serves low income families and who meet the following requirements:

(A) Are upper division undergraduate or graduate students attending full-time a Missouri higher education institution with a DESE approved teacher education program;

(B) Participate in a program of study leading to issuance of a certificate of license to teach;

(C) Has declared an intent to teach for at least the number of years for which a forgivable loan is received in Missouri public elementary and/or secondary schools of Missouri in a critical teacher shortage area;

(D) Have maintained a minimum cumulative grade point average of 2.5 on a 4.0 scale for all undergraduate work (undergraduate students) or have maintained a minimum grade point average of 3.0 on a 4.0 scale for all graduate work (graduate students); and

(E) Agree to notify DESE annually on October 1 in the format and on the schedule prescribed by DESE, of his/her current status as a student during years of college attendance and as a teacher following receipt of a certificate of license to teach.

(3) Applications must be postmarked by May 1 on a form provided by DESE:

(A) Applications will contain the following:

1. Applicant's name and residential address;

2. Applicant's date of birth and Social Security number;

3. Name of the college or university attending;

4. Certification area being pursued; and

5. Declaration of intent to teach in a critical teacher shortage area.

(4) Following notification that the applicant has been selected to receive a loan, an applicant shall respond to DESE to accept or decline the loan no later than July 1. The loans shall be dispersed as follows:

(A) After the recipient has completed registration procedures at the college or university and is ready to attend class at the beginning of the first and second semester of the fiscal year, the financial aid officer or scholarship awards officer shall give the recipient a check from the state in an amount not to exceed two thousand dollars (\$2,000) for undergraduate or four thousand dollars (\$4,000) for graduate students made payable to the recipient. The exact number of loans will be based upon legislative appropriation and the number of eligible applicants;

(B) At the beginning of the first and second semesters after the recipient has completed all enrollment requirements, is ready to attend class, and when the check from the state is delivered to the student, the recipient shall sign a promissory note which obligates the student to fulfill the commitment to be made by the recipient, with the provision that funds received shall be repaid according to the terms of this rule if the student defaults on the commitments; and

(C) The state board of education may set aside fifteen percent (15%) of the loans for awards to qualified minority recipients.

(5) Participating colleges or universities must:

(A) Be located in Missouri;

(B) Offer a teacher education program approved by DESE;

(C) Report immediately to DESE the name of any enrolled recipient who ceases study leading to teacher certification; and

(D) Agree to serve as agent for the state in obtaining notarized signatures of recipients on promissory notes, which will be sent by DESE to the designated college official along with the loan checks. The college or university agrees to return the signed and notarized promissory notes to DESE.

(6) Repayment.

(A) Credit for repayment of a forgivable loan shall be in the amount of two thousand dollars (\$2,000) in loan principal plus applicable accrued interest for each full year of teaching in a critical teacher shortage area as defined in paragraph (1)(A)1. or 2. of this rule. However, credit in the amount of four thousand dollars (\$4,000) in loan principal plus applicable accrued interest for each full year of teaching in a critical teacher shortage area as defined in paragraphs (1)(A) 1. and 2. of this rule.

(B) Any loan recipient who fails to complete initial certification requirements, fails to obtain a certificate of license to teach in a critical teacher area or fails to teach in a Missouri public elementary or secondary school in a critical teacher shortage area shall repay the loan plus interest accruing at eight percent (8%) annually. In order to provide for the servicing of such loans, DESE may sell such loans to the Missouri Higher Education Loan Authority pursuant to state law and regulations.

*AUTHORITY: sections 161.092 and 168.600, RSMo 2000.\* This rule previously filed as 5 CSR 80-850.025. Original rule filed June 28, 2001, effective Jan. 30, 2002. Moved to 5 CSR 20-400.360, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973 and 168.600, RSMo 1999.*

**5 CSR 20-400.370 Missouri Career Development and Teacher Excellence Plan**

*PURPOSE: Sections 168.500–168.515, RSMo establish a career advancement program, the Missouri Career Development and Teacher Excellence Plan, referred to as the career ladder program. Participation by local school districts in the Career Ladder Program shall be voluntary. The Career Ladder Program is a matching program of variable matched rates established by statute. The general assembly makes an annual appropriation for the purpose of providing the state's share of the Career Ladder Program. This rule sets forth guidelines for local district participation in the Career Ladder Program.*

(1) For the purpose of this rule, unless the context clearly requires otherwise, the following terms shall mean:

(A) Career ladder salary supplement—The district may establish a salary supplement up to fifteen hundred dollars (\$1,500) for Career Stage I teachers, three thousand dollars (\$3,000) for Career Stage II teachers and five thousand dollars (\$5,000) for Career Stage III teachers. The state's payment is contingent upon appropriations for this purpose;

(B) Department—The Department of Elementary and Secondary Education;

(C) Eligible district—A school district which has adopted a local district career ladder plan and had that plan approved by the department according to standards and procedures established in this rule;

(D) Participating teacher—An individual employed full-time by a school district who is certificated under rules governing teacher



certification to serve as a classroom teacher, librarian, guidance counselor, school psychological examiner, parents as teachers educator, school psychologist, special education diagnostician, or speech pathologist and is on the district salary schedule and, as verified by a school district, has met criteria established for the career ladder; and

(E) School district—A school or group of schools governed by a locally elected board of education or the State Board of Education and operated at public expense.

(2) The department will provide school districts a model career ladder, guidelines and criteria for school district plans which meet the requirements established by statute and this rule.

(3) Each local school district desiring to participate in the Career Ladder Program shall submit an application and district plan to the Division of Urban and Teacher Education prior to July 15, 1996 and April 15 in subsequent years.

(4) Upon receipt of the school district's career ladder application, the Division of Urban and Teacher Education will review plans for eligibility to participate in the variable match rate program. The local district's career ladder plan will be evaluated to determine compliance with applicable statutes and standards and procedures established in the Criteria for Local District Career Ladder Plans (Appendix A).

(5) School districts will be notified of necessary modifications, eligibility or denial prior to August 1, 1996 and June 30, in subsequent years.

(6) Each eligible district shall identify participating teachers on Core Data collection forms provided by the department.

(7) Upon receipt of the Core Data information, the department will compile a list of participating teachers and determine the state portion of the career ladder salary supplement according to the variable matching rate provisions of the law. The department will send to each district the list of participating teachers. The district will correct as necessary, verify this list and certify its accuracy to the commissioner of education on or before March 15.

(8) Upon receipt of the certified list, the department will schedule one (1) payment to occur in July in concert with regular payment of foundation program funds, contingent

upon appropriations for this purpose, participating districts shall receive the appropriate reimbursement for Career Ladder Stage I in the first year of participation; Stages I and II in the second year; and Stages I, II and III in the third year.

(9) Eligible districts receiving career ladder salary supplements shall pay to each teacher an amount specified in the district application not to exceed the amounts provided by section 168.515(1), RSMo. If staffing/eligibility changes occur subsequent to the certification of the career ladder entitlement which cause the district to receive more or fewer funds necessary to implement the provisions of section 168.515, RSMo, the department shall be notified, with the modifications to Career Ladder Payment form by September 1, and the department will make an offsetting correction on the ensuing payment.

(10) Independent auditors retained by local districts will be responsible to examine district payroll records to determine if the proper career ladder supplemental pay has actually been paid to participating teachers as certified by the district to the department. Instances of noncompliance should be set forth in the audit report in the accountant's report on state and federal compliance.

*AUTHORITY: sections 168.500–168.515, RSMo 1994. \* This rule previously filed as 5 CSR 80-850.030. Original rule filed Feb. 26, 1986, effective May 29, 1986. Amended: Filed Aug. 31, 1992, effective April 8, 1993. Amended: Filed Sept. 27, 1995, effective March 30, 1996. Moved to 5 CSR 20-400.370, effective Aug. 16, 2011.*

*\*Original authority: 168.500, RSMo 1985, amended 1986, 1993, 1996; 168.505, RSMo 1985, amended 1993; 168.510, RSMo 1985, amended 1996; and 168.515, RSMo 1985, amended 1993, 1996.*



**APPENDIX A**  
**Criteria for Local District Career Ladder Plans**  
**REQUIRED ELEMENTS OF THE DISTRICT CAREER LADDER PLAN**

The local district shall develop and submit to the Department of Elementary and Secondary Education a District Career Ladder Plan (DCLP). This plan will provide the organizational basis for the district's career ladder. Development of a career ladder is voluntary for local school districts. When districts establish a career ladder plan, they also must accept the responsibility of raising the local portion of the funding. Teachers who clearly meet the Qualifications and Responsibilities established as specific criteria (168.500.2(3), RSMo) for the district Career Ladder shall have a reasonable expectation of participating on the career ladder.

- I. The DCLP shall contain a statement requiring that all responsibilities in the teacher's Career Development Plan directly and obviously relate to improvement of programs and services for students as outlined in the District School Improvement Plan, Curriculum Development Plan, Professional Development Plan, Missouri School Improvement Program or instructional improvement.
- II. The DCLP shall contain three (3) stages and the qualifications for each stage. The annual supplemental pay shall not exceed \$1,500 for Stage I, \$3,000 for Stage II, or \$5,000 for Stage III. The state's payment is contingent upon appropriations for this purpose (168.515.1., RSMo). This supplemental pay shall be in addition to that which the teacher would normally be accorded by the district's salary schedule (168.505.1., RSMo).
- III. Each career ladder stage shall contain specific qualifications to be completed prior to application (168.500.2., RSMo). These qualifications shall include:
  - A. Five (5) years of teaching experience in Missouri public schools for Stage I (168.500.2(5), RSMo).
  - B. A clearly defined level of performance relative to the district's Performance Based Teacher Evaluation (PBTE) process for each stage on the career ladder (168.500.2(3), RSMo).

As stated in the state Model for PBTE, the EXPECTED PERFORMANCE LEVEL is a designation accorded to an EFFECTIVE teacher. Performance which clearly meets the district's expected performance level shall be required for Stage I and performance which meets and exceeds the expected level shall be required for Stages II and III:

    - At Stage I, the teacher shall show evidence of performance at the expected level on all of the criteria on the most recent final evaluation instrument in the district's PBTE system.
    - Stage II, the teacher shall show evidence of performance at the expected level on all of the criteria on the most recent final evaluation instrument and above the EXPECTED level on 10% of the evaluative criteria included in the district's PBTE system with at least one (1) of the criteria in the area of instructional process for teachers and librarians, guidance counseling process for counselors and the process area most closely related to specific job performance as it relates to students for school psychological examiners, parents as teachers educators, school psychologists, special education diagnosticians and speech pathologists.
    - At Stage III, the teacher shall show evidence of performance at the expected level on all of the criteria on the most recent final evaluation instrument and above the EXPECTED level on 15% of the summative evaluative criteria included in the district's PBTE system with at least one (1) of the criteria in the area of instructional process for teachers and librarians, guidance counseling process for counselors and the process area most closely related to specific job performance as it relates to students for school psychological examiners, parents as teachers educators, school psychologists, special education diagnosticians and speech pathologists.

In the PBTE system, the key emphasis is on the EXPECTED level of performance (EFFECTIVE teaching) and the percentage figures should be viewed as significant performance above the EXPECTED level. Unless otherwise approved by the department, the DCLP shall require no more than the percentages stated above.
  - C. A Career Development Plan to be organized by the teacher.

The Career Development Plan shall contain the responsibilities to be completed by the teacher while on the career ladder, and provisions for verifying completion of these responsibilities. Following approval by the district, these plans may be amended for good cause.

    - To qualify for Stage II, a teacher shall have completed a Career Development Plan and two (2) years of service on Stage I of the career ladder. One (1) year of service on the previous stage may be waived by the local Board of Education based upon a total of seven (7) years teaching in the public schools.
    - To qualify for Stage III, a teacher must have completed a Career Development Plan and three (3) years service on Stage II of the career ladder. Two (2) years of this service on the previous stage may be waived by the local Board of Education based upon a total of ten (10) years teaching in the public schools.
  - D. Appropriate certification in subject area for each teacher, except upon good cause shown (168.500.2., RSMo).
  - E. Full-time regular length contract.
  - F. The DCLP may contain additional qualifications deemed appropriate by the local Board of Education to the extent they are consistent with the provisions of 168.500—168.515, RSMo.



- IV. Each career ladder stage shall contain responsibilities commensurate and adjustable to the compensation offered for that stage that will be completed by the teacher while on the career ladder. These responsibilities shall directly and obviously relate to the improvement of programs and services for students as outlined in the District School Improvement Plan, Curriculum Development Plan, Professional Development Plan, Missouri School Improvement Program or instructional improvement. Responsibilities shall be detailed in the teacher's Career Development Plan.
- V. The local school district shall show evidence of teacher, administrator, and patron involvement in the development of the DCLP. Teachers selected for involvement should be chosen by teachers in the district.
- VI. A Career Ladder Review Committee, consisting of teachers selected by other teachers in the district and administrators shall present to the local board a list of Career Ladder participants that have been approved for payment.
- VII. The DCLP shall contain provisions for assessment of the district's career ladder. Plans will be made for periodic assessment of the district's career ladder under the direction of the local board of education with assistance from administrators, teachers, and patrons. Criteria for assessment shall include, but not be limited to, benefits for schools and students, and teacher interest and participation.
- VIII. The DCLP shall contain the instrument, procedures and forms used in the district's PBTE process.
- IX. The DCLP shall contain evidence of continuous training for evaluators in PBTE. This training shall be comprehensive in nature and include, but not be limited to, knowledge of effective teaching, formative observation, summative evaluation and assistance to teachers in improvement of instruction. Training shall also address procedures for consistency and reliability among evaluators.
- X. The DCLP shall contain procedures for appealing decisions made regarding approval or denial of application and placement on the career ladder (168.510, RSMo), including the right to substantive and procedural appeals of the PBTE. Procedures shall include, but not necessarily be limited to, the following:
  - A. An opportunity to have the decision reviewed by the authority/committee rendering the initial decision;
  - B. An opportunity to have the decision rendered in "A" reviewed by the superintendent of schools; and
  - C. An opportunity to have the decision rendered in "B" reviewed by the local board of education.Appeal procedures shall be implemented in a timely fashion. All decisions made with respect to a teacher's application to, and placement on, any stage of the career ladder shall be based on the qualifications for that stage as stated in the DCLP.
- XI. The DCLP shall contain provisions for recognition of teacher mobility from one participating district to another within this state (168.500.4., RSMo).

The Department of Elementary and Secondary Education will periodically review local district plans and will collect information from local districts regarding the career ladder process. The local district must advise the department regarding amendments to the DCLP adopted by the local board of education following approval of the original DCLP by the department.





# The Missouri Career Ladder Model

Adopted November 1995

Participation in the Career Ladder is voluntary for school districts and for individual educators.

STAGE I		STAGE II		STAGE III	
Qualifications	Responsibilities	Qualifications	Responsibilities	Qualifications	Responsibilities
<p>1. Five years' teaching experience in Missouri public schools.</p> <p>2. Appropriate certification.</p> <p>3. Eligible educator serving on a regular-length, full-time contract.</p> <p>4. PBTTE.* Educator meets "expected" level on all of the criteria on the most recent final evaluation instrument on the district's performance based evaluation.</p> <p>5. Educator will prepare a Career Development Plan.</p>	<p>Career Stage I educator will select responsibilities directly and obviously related to any of the following:</p> <ul style="list-style-type: none"> <li>• District School Improvement Plan</li> <li>• Curriculum Development Plan</li> <li>• Professional Development Plan</li> <li>• Missouri School Improvement Plan</li> <li>• Instructional Improvement</li> </ul>	<p>1. Successful completion of the Stage I Career Development Plan. Educator must complete two years on Stage I. Local board of education may waive one year of this requirement based upon a total of seven year's prior experience.</p> <p>2. Appropriate certification.</p> <p>3. Regular-length, full-time contract.</p> <p>4. PBTTE.* Educator meets on all and exceeds "expected" performance level on 10% of recent final evaluation instrument. One of the criteria above expected level shall be in the area most closely related to job performance as it relates to students.</p> <p>5. Educator will prepare a Career Development Plan. [Responsibilities at Stage II must display higher levels of sophistication.]</p>	<p>Career Stage II educator will select responsibilities directly and obviously related to any of the following:</p> <ul style="list-style-type: none"> <li>• District School Improvement Plan</li> <li>• Curriculum Development Plan</li> <li>• Professional Development Plan</li> <li>• Missouri School Improvement Plan</li> <li>• Instructional Improvement</li> </ul> <p>[Responsibilities must reflect high levels of sophistication.]</p>	<p>1. Successful completion of the Stage II Career Development Plan. Educator must complete three years on Stage II. Local board of education may waive two years of this requirement based upon a total of 10 years' prior experience.</p> <p>2. Appropriate certification.</p> <p>3. Regular-length, full-time contract.</p> <p>4. PBTTE.* Educator meets on all and exceeds "expected" performance level on 15% on the most recent final evaluation instrument, one of the criteria above expected level shall be in the area most closely related to job performance as it relates to students.</p> <p>5. Educator will prepare a Career Development Plan. [Responsibilities at Stage III must display higher levels of sophistication.]</p>	<p>Career Stage III educator will select responsibilities directly and obviously related to any of the following:</p> <ul style="list-style-type: none"> <li>• District School Improvement Plan</li> <li>• Curriculum Development Plan</li> <li>• Professional Development Plan</li> <li>• Missouri School Improvement Plan</li> <li>• Instructional Improvement</li> </ul> <p>[Responsibilities must reflect high levels of sophistication.]</p>

\*PBTTE--Performance based evaluation, as required under Section 168.128, RSMo.



### 5 CSR 20-400.375 Districts Effectively Evaluating Educators

*PURPOSE: The growth and learning of children is the primary responsibility of those who teach in our classrooms and lead our schools. Student growth and learning can be observed and measured. Educators, in partnership with students, parents, and community, are accountable for ensuring the improvement of student achievement. Effective educator evaluation systems promote the improvement of professional practice resulting in the improvement of student performance.*

(1) Pursuant to section 168.128, RSMo, the board of education of each school district shall maintain a comprehensive, performance-based evaluation for each teacher employed by the district. It is required that these evaluations shall be ongoing and of sufficient specificity and frequency to provide for demonstrated standards of competency and academic ability. With the primary goal of improving educator quality to promote high levels of student learning, the Department of Elementary and Secondary Education (department) establishes the following principles of effective evaluation:

(A) The evaluation process should use research-based performance targets aligned with state model teacher and leader standards;

(B) The evaluation process should establish indicators of performance articulated across differentiated levels with standards specifying expectations at all levels of practice;

(C) The evaluation process should be aligned with the probation period for the educator as specified in state law and provide for the accurate and appropriate accumulation of performance data;

(D) The evaluation process should use student growth in learning as a significant contributing factor in the evaluation of practice at all levels, using a wide variety of student performance measures;

(E) The evaluation process should assess performance on a regular basis, providing timely feedback from multiple sources that promotes formative development at all career stages and supporting overall improvement;

(F) The evaluation process should be designed to ensure that evaluators who collect evidence of performance and provide feedback are highly trained and objective, ensuring that ratings are fair, accurate, and reliable; and

(G) The evaluation process should be designed to guide district decisions regarding determinations of status, recognition, development, interventions, and policies that impact student learning in the system.

(2) These essential principles outlined here are the overall framework of Missouri's model

Educator Evaluation System. School districts not electing to adopt the state model shall align their local evaluation process to these same principles and shall submit their process to the department for review and approval.

*AUTHORITY: section 161.092, RSMo Supp. 2013, and section 168.128, RSMo 2000.\* Original rule filed Oct. 29, 2013, effective April 30, 2014.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013 and 168.128, RSMo 1969, amended 1983.*

### 5 CSR 20-400.380 Mentoring Program Standards

*PURPOSE: This rule establishes standards for successful mentoring programs.*

(1) A successful mentoring program will include, but may not be limited to, the standards listed below:

(A) An introduction to the cultural environment of the community, school district, school building, and classroom that:

1. Provides awareness of school and district policies, procedures, and mission (teacher and student handbooks, Comprehensive School Improvement Plan (CSIP), goals, etc.);

2. Expresses community norms/local expectations (community tour, housing, medical facilities, faith community, etc.);

3. Complements professional organizations at district and state/national levels;

4. Discusses classroom equality gender/race/abilities;

5. Is a systematic and ongoing introduction to data analysis, assessment practice and process, etc. (not a one (1)-day workshop);

6. Includes district initiatives and parental concerns; and

7. Defines professional and district acronyms (Adequate Yearly Progress (AYP), Missouri School Improvement Program (MSIP), Individuals with Disabilities Education Act (IDEA), Parent Teacher Organization (PTO), etc.).

(B) A systemic and ongoing program review/evaluation by all stakeholders:

1. Identifies all stakeholders;

2. Identifies mentoring outcomes, how they will be measured, and timelines;

3. Gathers regular and systematic feedback from mentor, protégé, and administrators to determine if mentoring is working (might include pre- and post-surveys for mentors and protégés and may include information on retention rates/numbers, levels of job satisfaction, student achievement, or cost of

turnover);

4. Is based on a foundation of best practices;

5. Requires independent/anonymous exit interviews of staff (may be connected to beginning educators' survey at state level) so clear reasons for staff departures can be determined;

6. Is supported by central office and school board—trend data; and

7. Is included in broader Professional Development (PD) program evaluation (locally and on Missouri School Improvement Program reviews).

(C) An individualized plan for beginning educators that aligns with the district's goals and needs that:

1. Is aligned with the department's Performance Based Teacher/Educator Evaluation (PBTE) standards;

2. Is a systematic and concise mentoring and professional development plan that prioritizes the immediate and future needs of the new educator;

3. Aligns with district's CSIP and certification requirements;

4. Establishes outcomes for new educators;

5. Is an extension or part of a professional development plan that may have begun during student teaching/internship or culminating project in college;

6. Establishes classroom or on-the-job observations that are guided by practices. Observations should include pre- and post-observation conferences, including reflective questions; and

7. Encourages structured experiences and expectations for all new educators.

(D) Appropriate criteria for selecting mentors that:

1. Should have a minimum of three (3) years of experience;

2. Have traits such as enthusiasm and job commitment;

3. Are committed to self-growth as well as mentoring;

4. Hold a same or similar position/job of grade/subject area (in- or out-of-building/district);

5. May use a mechanism to end pairing if either mentor or protégé is not satisfied;

6. Understand broad educational issues as well as specific teaching/education issues;

7. Have a strong understanding of pedagogy, instructional expertise, and relevant administrative issues;

8. Are available to mentor (release time, fewer additional assignments);

9. Are assigned collaboratively by administrator(s) and local professional development committee with input from grade-level



or department chair; and

10. Are supported in time/effort by administration and school board.

(E) Comprehensive mentor training that:

1. Recognizes mentoring is NOT evaluation; confidentiality is required between mentor and protégé (except in situations of child endangerment);

2. Includes cognitive coaching skills along with collaborative training;

3. Includes observation and feedback training/skills;

4. Provides an awareness of phases of first-year educators (stress, depression, etc.);

5. Provides training on mentoring standards, performance-based evaluation requirements, certification requirements, and local expectations;

6. Includes a catalogue of resources available for beginning educators;

7. Recognizes the need for knowledge and strategies on classroom management;

8. Encourages small districts to form mentoring consortia (may use existing structures to form consortia (e.g., conference schools));

9. Focuses on exemplary teaching and assessment practices;

10. Builds working strategies that encourage problem solving and independent thinking;

11. Provides understanding of student assessments and how educators can utilize them to guide instruction; and

12. Includes self-assessment that identifies whether mentoring is meeting both the mentor's and protégé's expectations.

(F) A complete list of responsibilities for the mentor, beginning teacher and administrator(s) is addressed in Appendix A.

(G) Sufficient time for mentors to observe beginning educators, and for the beginning educators to observe master educators, are structured to provide multiple opportunities over time to minimize the need to require substitute teachers to facilitate observations by:

1. Aligning class schedules and planning periods to complement mentoring duties;

2. Utilizing state and local professional development funds, Career Ladder, or stipends to support mentors' additional duties;

3. Providing release time for coaching, observation, and meeting (minimum of three (3) each year); and

4. Encouraging college support of resources, on-line classes, personal visits, and/or beginning educators' assistance programs.



APPENDIX A

TOPIC	Beginning Teacher	Mentor or Professional Development Committee	Principal	District, PDC and School Board	College or University	DESE, Associations, and Others
SELECTION		PDC collaboratively assists in selection and pairing	Principal or superintendent collaboratively assists in selection and pairing	PDC collaboratively assists in selection and pairing		
TRAINING		Mentor attends training	Attends mentor training and supports mentor and protégé	Provides policy and support for ongoing mentor training program	Provides awareness or expectation for graduates and may provide training for mentors	Provides regional training for mentors with cognitive coaching information
CONTACT	Seeks contact prior to beginning of school year	Contacts protégé and welcomes him/her to community. Confirms first meeting	Contacts protégé and welcomes him/her to community. Arranges first meeting	Provides curriculum guides, handbooks and pertinent grade/subject level information	Instructs student teachers on expectation of mentoring	
COMMUNICATION	Seeks support and assistance with mentor and colleagues	Follows through on contacts and individualizes topics for protégé	Assures mentor and protégé communicate regularly	May provide district-wide opportunities for mentors and protégés	Provides a minimum of annual contact for 1 <sup>st</sup> & 2 <sup>nd</sup> year teachers	Supports communication between colleges and new teachers
CONFIDENTIALITY	Maintains confidentiality at all times and appreciates assistance	Maintains confidentiality at all times and reinforces trust	Appreciates mentor/protégé confidentiality and does not undermine effort	Remains neutral party.		
DOCUMENTATION	Maintains log/list of in-service, professional workshops, reading, and organizational activities	Reviews documentation	Reviews formal professional development plan	Keeps required documentation for beginning educators and mentors for verification purposes	May collect data on strength or weakness of first-year teachers	May assist in data collection and review
PROFESSIONAL DEVELOPMENT PLAN	Maintains and regularly evaluates personal plan; shares with mentor	Assists in development of the PD plan and encourages growth and career advancement	Supports new educators' professional development plans	Protégé and support team complete end-of-year district checklist or assessment	May provide ongoing or advanced coursework	Provides models and workshop opportunities
SUPPORT			Supports time for observation, collaboration & compensation	Formalizes written guidelines, mentor time & resources	Offer support to graduates from any Missouri college	Develops rules and standards
EVALUATION OF MENTORING PROCESS	Participate in formal evaluation of mentoring program	Participate in formal evaluation of mentoring program	Participate in formal evaluation of mentoring program	Develops mentoring assessment/evaluation tool that aligns with standards and assesses formal evaluation of mentoring and makes revisions	May utilize information to improve preparation programs	Provides models; evaluates for MSIP purposes



AUTHORITY: sections 160.720, 161.092, and 161.375, RSMo Supp. 2007.\* This rule previously filed as 5 CSR 80-850.045. Original rule filed Oct. 29, 2002, effective June 30, 2003. Rescinded and readopted: Filed Jan. 18, 2008, effective Sept. 30, 2008. Moved to 5 CSR 20-400.380, effective Aug. 16, 2011.

\*Original authority: 160.720, RSMo 2002, amended 2004; 161.092, RSMo 1963 amended 1973, 2002, 2003; and 161.375, RSMo 2007.

5 CSR 20-400.390 State Level Professional Development Funds for Statewide Areas of Critical Need for Learning and Development

PURPOSE: This rule provides administrative guidelines for expenditure of professional development funds as provided in 160.530, RSMo.

(1) The primary purpose of the state-level professional development moneys is to address statewide areas of critical need, provided the following two (2) areas shall constitute priority uses for such money:

(A) Funding operation of state management teams in school districts with academically deficient schools and providing resources specified by the management team as needed in these districts; and

(B) Funding for grants to school districts for resources identified as necessary by the district for those districts which are failing to achieve assessment standards.

(2) The statewide areas of critical need for learning and development include:

(A) Funding operation of management teams in school districts with academically deficient schools and providing resources specified by management teams as needed in these districts;

(B) Funding for grants to school districts for resources identified as necessary by the district, for those districts which are failing to achieve assessment standards;

(C) Ensuring all children are successful in school, especially children at risk, children with special needs and gifted students;

(D) Increasing parental involvement;

(E) Providing information which will assist school administrators and teachers in understanding the process of site-based decision-making;

(F) Implementing recommended curriculum frameworks;

(G) Training in use of new assessment techniques and the use of those assessments to improve student performance;

(H) Cooperation with law enforcement authorities to expand successful anti-drug

programs for students;

(I) Strengthening existing curricula of local districts to stress drug and alcohol prevention;

(J) Implementing and promoting programs to combat gang activity, violence and weaponry in the schools of the state;

(K) Establishing family schools, where schools adopt proven models of one (1)-stop state services for children and families;

(L) Expanding adult literacy services; and

(M) Training board members in areas deemed important as determined by the state board of education.

(3) On an annual basis, the state board of education will select additional priority areas of critical need to be funded during the subsequent academic year.

(4) Funding will be awarded on the basis of competitive grants and applicants will be required to complete closing reports complete evaluative data on the effectiveness of each activity.

(5) The state-level professional development moneys may be distributed to—

(A) Colleges;

(B) Universities;

(C) Private associations;

(D) Professional education associations;

(E) Statewide associations organized for benefit of members of local boards of education;

(F) Public elementary and secondary schools; or

(G) Other associations and organizations that provide professional development opportunities for teachers, administrators and boards of education.

(6) The State Board of Education reserves the right to contract for delivery of professional development services in any of the areas addressed in this rule.

(7) Each proposal must include a description of how it will impact on children and include an evaluation in compliance with the application process.

AUTHORITY: section 160.530, RSMo Supp. 1993.\* This rule previously filed as 5 CSR 80-850.050. Original rule filed Nov. 23, 1993, effective July 10, 1994. Moved to 5 CSR 20-400.390, effective Aug. 16, 2011.

\*Original authority: 160.530, RSMo 1993.

5 CSR 20-400.400 School Board Member Orientation and Training

PURPOSE: This rule establishes guidelines and requirements for school board member orientation and training as provided in section 160.530, RSMo and as required in section 162.203, RSMo.

(1) Beginning with Fiscal Year 1994 and for all fiscal years after that, the State Board of Education may expend funds as provided in section 160.530, RSMo for the benefit of members of boards of education.

(A) Training of members of boards of education in areas deemed important for the training of effective board members should include:

1. Issues of policy including purpose, development and management of policy and regulations and rules;

2. Relationships between board members and with various constituents such as superintendents and staff, patrons, the media and governmental entities;

3. Board planning including developing a vision, long-range and annual planning and evaluation of progress toward goals;

4. General procedures including topics such as ethics, parliamentary procedure, duties of officers, agenda setting and participatory decision making; and

5. Information on student performance techniques and reporting.

(2) All board members initially elected or appointed after August 28, 1993, shall successfully complete orientation and training requirements within one (1) year of the date of the election or appointment.

(3) The board member orientation and training shall be offered by a statewide association organized for the benefit of members of boards of education or be approved by the State Board of Education.

(4) Board members who fail to successfully complete any component of the sixteen (16) hours of orientation and training shall retake the component which was not successfully completed at the earliest available training session and at no additional cost to the district.

(5) The State Board of Education shall consider the results of board members' orientation and training when classifying a school district.

AUTHORITY: sections 160.530 and 162.203, RSMo Supp. 1993.\* This rule previously filed as 5 CSR 80-850.060. Original rule filed Nov. 30, 1993, effective July 10, 1994. Moved to 5 CSR 20-400.400, effective Aug. 16, 2011.



*\*Original authority: 160.530, RSMo 1993 and 162.203, RSMo 1993.*

### 5 CSR 20-400.410 Robert C. Byrd Honors Scholarship Program

**PURPOSE:** *The Department of Elementary and Secondary Education has the authority to receive and expend federal funds for educational programs and to establish regulations for the administration of the programs in accordance with controlling federal statutes and regulations. This rule sets forth the general administrative procedures for the department's implementation of the federally funded Robert C. Byrd Honors Scholarship Program.*

**PUBLISHER'S NOTE:** *The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(1) The provisions of 34 CFR part 654, the Robert C. Byrd Honors Scholarship Program, promulgated (59 FR 32657) June 24, 1994, are hereby incorporated by reference in this rule, as published by the Office of the Federal Register, U.S. National Archives and Records, 700 Pennsylvania Avenue NW, Washington, DC 20408. This rule does not incorporate any subsequent amendments or additions.

(2) The following procedures will be used in the administration of the program:

(A) September: Applications mailed to all high school (public and private) principals and counselors;

(B) January through March: Applications received and student data entered into computer by congressional district;

(C) April:

1. Winners are selected on the basis of American College Test (ACT) or Scholastic Aptitude Test (SAT) scores. In the event of a tie, the applicant's unweighted cumulative grade point average (GPA) will be used. A transcript evaluation will be conducted for further ties. In instances when the number of scholarships is not evenly divisible by nine (9), an equal number will be awarded in each congressional district. The remaining schol-

arships will be declared at-large scholarships. These will be used to provide awards to both students in the event of a tie in scores. Any remaining scholarships will be awarded to the next highest scoring students statewide;

2. Winners are sent an award letter, status verification form and statement of registration status; and

3. Nonwinners are sent a letter of notification;

(D) Status verification forms are received throughout the year; and

(E) Scholarship checks are mailed directly to the students upon receipt of status verification forms.

**AUTHORITY:** *sections 161.092, RSMo Supp. 2005 and 178.430, RSMo 2000.\* This rule previously filed as 5 CSR 80-860.010. Original rule filed Oct. 15, 1990, effective March 14, 1991. Amended: Filed Aug. 15, 2005, effective March 30, 2006. Moved to 5 CSR 20-400.410, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003 and 178.430, RSMo 1963.*

### 5 CSR 20-400.420 Urban Flight and Rural Needs Scholarship Program (Rescinded March 30, 2013)

**AUTHORITY:** *sections 161.092 and 173.232, RSMo Supp. 2007. This rule previously filed as 5 CSR 80-860.050. Original rule filed Jan. 18, 2008, effective Aug. 30, 2008. Moved to 5 CSR 20-400.420, effective Aug. 16, 2011. Rescinded: Filed Aug. 28, 2012, effective March 30, 2013.*

### 5 CSR 20-400.440 Procedures and Standards for Approval and Accreditation of Professional Education Programs in Missouri

**PURPOSE:** *The State Board of Education is authorized to grant certificates of license to be a professional educator in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule provides procedures and standards for approval and accreditation of educator preparation programs in Missouri.*

**PUBLISHER'S NOTE:** *The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available*

*to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(1) Educator preparation programs in Missouri shall be approved and accredited according to the *Missouri Standards for the Preparation of Educators* (MoSPE), (November 2012), and are hereby incorporated by reference and made a part of this rule, as published by the Department of Elementary and Secondary Education, Educator Preparation, PO Box 480, Jefferson City, MO 65102-0480. This rule does not incorporate any subsequent amendments or additions.

(2) For the purpose of this rule, the official definition for all terms will be those articulated in MoSPE unless the context clearly indicates otherwise.

(3) Initial Approval.

(A) An educator preparation program seeking initial approval to offer either a traditional or an alternative professional education program shall submit a written proposal to the Department of Elementary and Secondary Education (department) addressing the elements discussed in this section. All such programs shall be reviewed by the department and approved by the State Board of Education (board) pursuant to MoSPE and as outlined below. Only those programs which the department determines to have merit and potential for providing quality preparation for candidate certification will be considered for approval. The proposals should include at a minimum the following elements:

1. A description of the proposed program based upon a statement of the purpose and objectives for an area of the public school curriculum and a statement of the nature of the proposed program that is consistent with those objectives, the mission of the organization, and the conceptual framework for the educator preparation programs. These statements shall be based on analyses of current practices and trends in the identified area of the public school curriculum;

2. A clearly formulated statement of the competencies for educators in the identified area of the public school curriculum. These competencies shall include subject knowledge and professional skills based upon current research and practice and shall include the competencies for educators identified in the MoSPE adopted by the board;

3. Curriculum matrix delineating the courses and supervised field and clinical experiences prescribed to address competencies



appropriate for candidates to meet state certification requirements, a description of the process by which the candidates will be prepared, and provisions for assessing candidates and keeping records of their progress through the program;

4. Identification of the administrative structure of the proposed program indicating where the responsibility is vested in the educator preparation program;

5. Clearly identified resources as stipulated by MoSPE to support the program. The continuing availability of the resources shall be assured for the duration of the program. Any resources not under the control of the program shall be defined and confirmed by the controlling agency; and

6. A written plan for the continuing evaluation of the proposed program that includes definition and specifications of the kinds of evidence that will be gathered and reported to the organization and the department at designated intervals. Evaluation reports shall provide information to identify areas in the program that need to be strengthened and/or to suggest new directions for program development.

(4) Accreditation.

(A) Upon receiving initial approval, an educator preparation program must begin the process of seeking accreditation through the collection and submission of data in the form of annual reports consistent with the rules and regulations promulgated by the board.

(B) Based upon this reporting, the commissioner shall recommend to the board that an approved educator preparation program be accredited, provisionally accredited, or unaccredited. The commissioner's recommendation shall not include the removal of accreditation of programs for which the program was not afforded an opportunity for a hearing according to the provisions of Chapter 536, RSMo.

(C) The commissioner shall review the Annual Performance Report and may request additional information before recommendations are made to the board.

(D) The commissioner may authorize an interim review of an educator preparation program in accordance with the rules and regulations promulgated by the board. As a result of the review, and upon the recommendation of the commissioner, the board may revoke the approval and accreditation thereby removing an educator preparation program's authorization to recommend candidates for certification.

(E) Should the board disapprove any educator preparation program and/or one (1) or more of their individual areas of certification,

the commissioner shall notify the program of the decision and inform the educator preparation program with reasons for the decision.

(F) Requisite conditions, guidelines, procedures, and standards, as set forth in the rules and regulations promulgated by the board, shall be followed by any educator preparation program seeking board approval.

(5) Alternative Program Considerations.

(A) Alternative programs shall abide by and be evaluated according to the Missouri Standards for the Preparation of Educators included in rules promulgated by the board.

(B) Educator preparation programs shall be authorized to recommend for Initial Professional Certification (IPC) certificates of license candidates who complete approved alternative certification programs in accordance with the rules promulgated by the board.

(C) An individual may become a candidate in an alternative certification program upon meeting the following criteria:

1. The individual shall have earned a bachelor's or higher degree in the content area or a closely allied field of the desired certificate of license from a regionally accredited institution and shall have a cumulative grade point average no lower than the Missouri requirements as stipulated in the MoSPE standards, which is incorporated by reference into this rule. The individual shall participate in a structured interview conducted by the educator preparation program for screening, diagnostic, and advising purposes;

2. The individual shall undergo a background check conducted by the Missouri State Highway Patrol (Highway Patrol) and/or the Federal Bureau of Investigation (FBI), which includes submitting to the department the required information in a manner acceptable to the Highway Patrol and/or FBI and paying the required fees; and

3. The candidate shall enter into a four- (4-) party academic contract with the educator preparation program offering the alternative program, an employing Missouri school district and the department, whereupon s/he shall receive a two- (2-) year provisional certificate of license to teach and shall—

A. Be assigned by the school district a mentor who is engaged in professional education work comparable to the area the candidate is seeking certification for and who will observe and work with the candidate until the candidate completes the alternative program;

B. Receive any additional assistance, as determined by the educator preparation program, until the candidate completes the alternative program;

C. Participate in the employing school district's professional development programs;

D. Participate in the employing school district's performance evaluation system; and

E. Prior to the expiration of her/his provisional certificate of license, the candidate must successfully complete the exit assessment(s) designated by the board for the IPC certificate of license.

*AUTHORITY: sections 161.092 and 168.021, RSMo Supp. 2012, and sections 161.097 and 161.099, RSMo 2000.\* Original rule filed Aug. 28, 2012, effective March 30, 2013.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 161.097, RSMo 1985; 161.099, RSMo 1993; and 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011.*

**5 CSR 20-400.500 Application for Certificate of License to Teach**

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the procedures for application for a certificate of license to teach.*

(1) An applicant for a Missouri certificate of license to teach who possesses good moral character and has successfully completed an educator preparation program approved by the Missouri Department of Elementary and Secondary Education (department) or earned a doctoral degree may be granted an initial Missouri certificate of license to teach in their major area of study, subject to the specific content area certification requirements established by the State Board of Education (board), which can be found in 5 CSR 20-400.500-5 CSR 20-400.700.

(2) Applications for a Missouri certificate of license to teach shall be submitted on the forms provided by the department, accompanied by the appropriate fee, and may be obtained by writing the Educator Certification Section of the department at PO Box 480, Jefferson City, MO 65102-0480 or downloading from the Internet.

(3) An application is not considered officially filed with the board until it has been determined by the board or the department staff to be complete and the application is submitted on the forms provided by the department, signed, and accompanied by two (2) full sets of fingerprints with the appropriate fee as set by the Missouri State Highway Patrol



(Highway Patrol) and/or the Federal Bureau of Investigation (FBI) and any other applicable forms and/or fees. All information should be received by the department within ninety (90) days of the date of the application.

(A) The applicant is responsible for submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

(4) The applicant shall submit verification of certification or licensure directly to the department, including information regarding any disciplinary action from each state or United States' territory regulatory entity in which a professional license, including a certificate of license to teach, is held or has been held.

(5) An applicant for a Missouri certificate of license to teach who has successfully completed an educator preparation program approved by the department must comply with the following additional criteria in addition to any requirements specific to the content area for which the applicant seeks certification:

(A) The applicant must possess a baccalaureate degree from a regionally accredited college or university;

(B) The applicant must possess an overall grade point average to meet the following specifications:

1. For applicants graduating before the spring semester of the year 2017 from a baccalaureate program approved by the department, a grade point average of 2.5 or higher on a 4.0 scale, and in the major area of study;

2. For applicants graduating in or after the spring semester of the year 2017 from a baccalaureate program approved by the department, a cumulative grade point average on a 4.00 scale of 2.75 or higher, and a grade point average of 3.00 or higher in professional education and the specific content area for which certification is sought; or

3. For applicants graduating in or after the spring semester of the year 2017 from a baccalaureate program who do not meet the appropriate cumulative grade point average requirements, competency may otherwise be demonstrated by achievement of exit assessment scores greater than or equal to a score deemed satisfactory by the board to qualify for forgiveness of a disqualifying cumulative grade point average. Such satisfactory score shall be higher than the Missouri qualifying score;

(C) The applicant must request and obtain the recommendation of the designated certification official from a baccalaureate or higher-level educator preparation program approved by the department; and

(D) The applicant must achieve a score equal to or in excess of the qualifying score on the required exit assessment(s) as defined in 5 CSR 20-400.310 and 5 CSR 20-400.440. The official score shall be submitted to the department.

(6) An applicant for a Missouri certificate of license to teach who possesses a valid certificate of license to teach from another state and who possesses good moral character may be granted a Missouri certificate of license to teach.

(7) An applicant for a Missouri certificate of license to teach who has successfully obtained certification by the National Board for Professional Teaching Standards (NBPTS), or for school psychologists, the certificate of nationally certified school psychologists issued by the National Association of School Psychologists (NASP), and possesses good moral character may be granted a Missouri certificate of license to teach in their area of NBPTS or NASP certification most closely aligned with the current areas of certification approved by the board. The certificate of license to teach will be an initial student services classification or a career continuous student services classification if the applicant possesses four (4) years of student services experience.

(8) An applicant for an initial Missouri certificate of license to teach who has earned a doctoral degree from an institution of higher education accredited by a regional accreditation agency including but not limited to the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA) must comply with the following additional criteria:

(A) The applicant must have completed and provide documentation of a doctoral degree earned in an area of study for which an initial professional certificate (IPC) of license to teach may be issued;

(B) The applicant must achieve a score equal to or in excess of the qualifying score on the pedagogy assessment approved by the department for the specific grade levels as defined in the rules promulgated by the board. The official score report shall be submitted to the department; and

(C) The applicant may only be granted an IPC level certificate of license to teach in their major area of study pursuant to the rules promulgated by the board. A career continuous professional level certificate of license to teach will not be issued.

(9) An applicant for an initial Missouri certificate of license to teach in the area of personal finance, banking, or financial responsibility who has earned a bachelor's degree, or higher degree, from an institution of higher education accredited by a regional accreditation agency including, but not limited to the Higher Learning Commission of the NCA must comply with the following additional criteria:

(A) The applicant must provide documentation of a valid degree being conferred and achieve a score equal to or in excess of the qualifying score on the assessment designated by the board. The official score report shall be submitted to the department;

(B) Comply with the professional experience requirements specific to the particular content area for which certification is sought as set forth in rules 5 CSR 20-400.500–5 CSR 20-400.700; and

(C) The applicant may only be granted an initial career education level of certificate of license to teach in the field of personal finance.

(10) Additional professional certificates of license to teach may be granted as follows:

(A) The applicant may take the appropriate content knowledge or specialty area exit assessment(s) for certification and must achieve a score equal to or in excess of the qualifying score on the content knowledge or specialty area exit assessment(s) as defined in the rules promulgated by the board; or

(B) If the board has not designated a content knowledge or specialty area exit assessment(s) for a particular certification area or grade level or the applicant chooses not to take the appropriate content knowledge or specialty area exit assessment(s), the applicant must meet the specific content area certification requirements found in 5 CSR 20-400.500–5 CSR 20-400.700.

(11) Following review by the department the applicant shall be informed of the decision regarding the application for certificate of license to teach.

(12) The holder of a certificate of license to teach shall ensure that the department has their current legal name and address.

(A) A holder of a certificate of license to teach whose name is changed shall notify the department within ninety (90) days of the name change and provide a copy of the appropriate documents verifying the name change.

(B) A holder of a certificate of license to teach whose address has changed shall inform the department of the change within ninety (90) days of the effective date of the change.





(13) The requirements of this rule shall become effective August 1, 2017.

AUTHORITY: sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2013.\* Original rule filed Oct. 29, 2013, effective May 30, 2014.

\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011, 2013; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011, 2013; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.

5 CSR 20-400.510 Certification Requirements for Teacher of Early Childhood Education (Birth – Grade 3)

PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the requirements for application for a certificate of license to teach Early Childhood Education.

(1) An applicant for a Missouri certificate of license to teach Early Childhood Education (Birth – Grade 3) who possesses good moral character may be granted an initial Missouri certificate of license to teach Early Childhood Education (Birth – Grade 3) subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to Early Childhood Education (Birth – Grade 3):

(A) General Requirements. An applicant for a Missouri certificate of license to teach who has successfully completed an educator preparation program approved by the Missouri Department of Elementary and Secondary Education (department) must comply with the following additional criteria:

- 1. The applicant must possess a baccalaureate degree from a regionally accredited college or university;
2. The applicant must have a recommendation from the designated official at a baccalaureate or higher-level educator preparation program approved by the department;
3. The applicant must possess an overall grade point average to meet the following specifications:

A. For applicants graduating before the spring semester of the year 2017 from a baccalaureate program approved by the department, a grade point average of 2.50 or

higher on a 4.00 scale, and in the major area of study;

B. For applicants graduating in or after the spring semester of the year 2017 from a baccalaureate program approved by the department, a cumulative grade point average on a 4.00 scale of 2.75 or higher, and a grade point average of 3.00 or higher in professional education and the specific content area for which certification is sought; or

C. For applicants graduating in or after the spring semester of the year 2017 from a baccalaureate program who do not meet the appropriate cumulative grade point average requirements, competency may otherwise be demonstrated by achievement of exit assessment scores greater than or equal to a score deemed satisfactory by the State Board of Education (board) to qualify for forgiveness of a disqualifying cumulative grade point average. Such satisfactory score shall be higher than the Missouri qualifying score.

4. The applicant must achieve a score equal to or in excess of the qualifying score on the required exit assessment(s) as defined in 5 CSR 20-400.310 and 5 CSR 20-400.440. The official score shall be submitted to the department;

5. The applicant must complete the professional requirements as determined by the recommending educator preparation program, which may exceed these minimum requirements; and

6. Individuals who completed an educator preparation program outside of the United States shall provide documentation of completion of coursework in the following:

A. English Composition, two (2) courses, each a minimum of two (2) semester hours;

B. U.S. History, three (3) semester hours; and

C. U.S. Government, three (3) semester hours;

(B) Professional Requirements. A minimum of sixty (60) semester hours of professional preparation. Competency must be demonstrated to the satisfaction of the educator preparation program for the following topics:

1. Content Planning and Delivery. Candidates are prepared with a deep knowledge of and understand the relationships among curriculum, instruction, and assessment—

A. Curriculum and Instructional Planning;

B. Instructional Strategies and Techniques in Content Area Specialty;

C. Assessment, Student Data, and Data-Based Decision-Making;

D. Strategies for Content Literacy;

E. Critical Thinking and Problem Solving;

F. English Language Learning;

2. Individual Student Needs. Candidates build a robust knowledge of learners and the learning environment—

A. Psychological Development of the Child and Adolescent;

B. Psychology/Education of the Exceptional Child;

C. Differentiated Learning;

D. Classroom Management;

E. Cultural Diversity;

F. Educational Psychology;

3. Schools and the Teaching Profession. Candidates fully understand the role of schools and schooling as well as the professional responsibilities of teachers, including a means of professional growth—

A. Consultation and Collaboration;

B. Legal/Ethical Aspects of Teaching;

4. Content Knowledge for Teaching and Teaching and Learning Strategies for the Young Child (minimum requirement of thirty (30) semester hours)—

A. Early Childhood Principles:

(I) Child Development;

(II) Play-Based and Inquiry-Based Learning;

(III) Observing and Assessing Young Children;

(IV) Language Acquisition;

B. Methods of Teaching and Differentiated Instruction in the following integrated areas:

(I) Language Arts (including reading, writing, speaking, and listening);

(II) Math;

(III) Health;

(IV) Science;

(V) Nutrition;

(VI) Social Studies;

(VII) Music;

(VIII) Safety;

(IX) Movement;

(X) Art; and

(XI) Drama;

5. Home-School-Community Relations (minimum requirement of six (6) semester hours)—

A. Families as Educational Partners;

B. Family Engagement; and

C. Linking Families with Community Resources;

6. Program Management (minimum requirement of six (6) semester hours)—

A. Program Administration and Management;

B. Health, Nutrition, and Safety of Young Children; and

C. Environmental Organization and Design; and



(C) Field and Clinical Experiences (ten (10) semester hours). Field and clinical experiences should be appropriate to the progress of the student through the program and should be supervised through a close-partnership of highly-qualified professionals in appropriate school settings. Such field and clinical experiences shall meet the minimum hours required in paragraphs (1)(C)1.-2., to include experiences in each of the three (3) different age levels (Infant/Toddler, Pre-K/Kindergarten, and Kindergarten – Grade 3).

1. Early Field Experiences (one (1) semester hour with a minimum of thirty (30) clock hours). This limited field experience includes placements in which candidates observe students, support teachers, and respond to specific class assignments. The candidate may work with students individually and/or in small groups as requested and under the supervision of the classroom teacher.

2. Mid-Level Experiences (one (1) semester hour with a minimum of forty-five (45) clock hours). The mid-level experience occurs between the initial placement and the culminating clinical experiences. At the mid-level, candidates continue to observe; respond to specific class assignments; and work with students individually, in small groups, and in whole class settings as requested and under the supervision of the classroom teacher.

3. Culminating Clinical Experiences (eight (8) semester hours with a minimum of twelve (12) weeks in one (1) placement). The culminating experience refers to placements typically in the final sequence leading up to and including student teaching. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time.

(2) The requirements of this rule shall become effective August 1, 2017.

*AUTHORITY: sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2013.\* Original rule filed Oct. 29, 2013, effective May 30, 2014.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011, 2013; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011, 2013; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

### 5 CSR 20-400.520 Certification Requirements for Teacher of Elementary Education (Grades 1-6)

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the requirements for application for a certificate of license to teach Elementary Education (Grades 1 – 6).*

(1) An applicant for a Missouri certificate of license to teach Elementary Education (Grades 1 – 6) who possesses good moral character may be granted an initial Missouri certificate of license to teach Elementary Education (Grades 1 – 6) subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to Elementary Education (Grades 1 – 6):

(A) General Requirements. An applicant for a Missouri certificate of license to teach who has successfully completed an educator preparation program approved by the Missouri Department of Elementary and Secondary Education (department) must comply with the following additional criteria:

1. The applicant must possess a baccalaureate degree from a regionally accredited college or university;

2. The applicant must have a recommendation from the designated official at a baccalaureate or higher-level educator preparation program approved by the department;

3. The applicant must possess an overall grade point average to meet the following specifications:

A. For applicants graduating before the spring semester of the year 2017 from a baccalaureate program approved by the department, a grade point average of 2.50 or higher on a 4.00 scale, and in the major area of study;

B. For applicants graduating in or after the spring semester of the year 2017 from a baccalaureate program approved by the department, a cumulative grade point average on a 4.00 scale of 2.75 or higher, and a grade point average of 3.00 or higher in professional education and the specific content area for which certification is sought; or

C. For applicants graduating in or after the spring semester of the year 2017 from a baccalaureate program who do not meet the appropriate cumulative grade point average requirements, competency may otherwise be demonstrated by achievement of exit assessment scores greater than or equal to a score deemed satisfactory by the State Board of Education (board) to qualify for forgive-

ness of a disqualifying cumulative grade point average. Such satisfactory score shall be higher than the Missouri qualifying score.

4. The applicant must achieve a score equal to or in excess of the qualifying score on the required exit assessment(s) as defined in 5 CSR 20-400.310 and 5 CSR 20-400.440. The official score shall be submitted to the department;

5. The applicant must complete the professional requirements as determined by the recommending educator preparation program, which may exceed these minimum requirements; and

6. Individuals who completed an educator preparation program outside of the United States shall provide documentation of completion of coursework in the following:

A. English Composition, two (2) courses, each a minimum of two (2) semester hours;

B. U.S. History, three (3) semester hours; and

C. U.S. Government, three (3) semester hours;

(B) Professional Requirements. A minimum of thirty-six (36) semester hours of professional preparation. Competency must be demonstrated to the satisfaction of the educator preparation program for the following topics:

1. Content Planning and Delivery. Candidates are prepared with a deep knowledge of and understand the relationships among curriculum, instruction, and assessment—

A. Curriculum and Instructional Planning;

B. Instructional Strategies and Techniques in Content Area Specialty;

C. Assessment, Student Data, and Data-Based Decision-Making;

D. Strategies for Content Literacy;

E. Critical Thinking and Problem Solving; and

F. English Language Learning;

2. Individual Student Needs. Candidates build a robust knowledge of learners and the learning environment—

A. Psychological Development of the Child and Adolescent;

B. Psychology/Education of the Exceptional Child;

C. Differentiated Learning;

D. Classroom Management;

E. Cultural Diversity; and

F. Education Psychology;

3. Schools and the Teaching Profession. Candidates fully understand the role of schools and schooling as well as the professional responsibilities of teachers, including a means of professional growth—



A. Consultation and Collaboration;  
and

B. Legal/Ethical Aspects of Teaching;  
4. Content Knowledge for Teaching and Teaching and Learning Strategies (minimum requirement of twenty-one (21) semester hours)—

A. At a minimum, the teaching method competencies shall include:

(I) Elementary Literacy (minimum total of twelve (12) semester hours)—to include Children’s Literature, English Language Arts, and Language Acquisition;

(II) Mathematics (minimum of six (6) total semester hours);

(III) Science; and

(IV) Social Science;

B. Integration of the following areas:

(I) Art;

(II) Music;

(III) Health and Physical Education;

and

(IV) Technology in Education;

(C) Field and Clinical Experiences (ten (10) semester hours). Field and clinical experiences should be appropriate to the progress of the student through the program and should be supervised through a close partnership of highly-qualified professionals in appropriate school settings.

1. Early Field Experiences (one (1) semester hour with a minimum of thirty (30) clock hours). The early field experience includes placements in which candidates observe students, support teachers, and respond to specific class assignments. The candidate may work with students individually and/or in small groups as requested and under the supervision of the classroom teacher.

2. Mid-Level Field Experiences (one (1) semester hour with a minimum of forty-five (45) clock hours). The mid-level experience occurs between the initial placement and the culminating clinical experiences. At the mid-level, candidates continue to observe; respond to specific class assignments; and work with students individually, in small groups, and in whole class settings as requested and under the supervision of the classroom teacher.

3. Culminating Clinical Experiences (eight (8) semester hours with a minimum of twelve (12) weeks in one (1) placement). The culminating experience refers to placements typically in the final sequence leading up to and including student teaching. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time.

(2) The requirements of this rule shall become effective August 1, 2017.

*AUTHORITY: sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2013.\* Original rule filed Oct. 29, 2013, effective May 30, 2014.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011, 2013; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011, 2013; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

**5 CSR 20-400.530 Certification Requirements for a Teacher of Middle School Education (Grades 5-9)**

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the requirements for application for a certificate of license to teach Middle School Education.*

(1) An applicant for a Missouri certificate of license to teach Middle School Education who possesses good moral character may be granted an initial Missouri certificate of license to teach Middle School Education subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to Middle School Education:

(A) General Requirements. An applicant for a Missouri certificate of license to teach who has successfully completed an educator preparation program approved by the Missouri Department of Elementary and Secondary Education (department) must comply with the following additional criteria:

1. The applicant must possess a baccalaureate degree from a regionally accredited college or university;

2. The applicant must have a recommendation from the designated official at a baccalaureate or higher-level educator preparation program approved by the department;

3. The applicant must possess an overall grade point average to meet the following specifications:

A. For applicants graduating before the spring semester of the year 2017 from a baccalaureate program approved by the department, a grade point average of 2.50 or higher on a 4.00 scale, and in the major area of study;

B. For applicants graduating in or after the spring semester of the year 2017 from a baccalaureate program approved by the department, a cumulative grade point average on a 4.00 scale of 2.75 or higher, and a grade point average of 3.00 or higher in professional education and the specific content area for which certification is sought; or

C. For applicants graduating in or after the spring semester of the year 2017 from a baccalaureate program who do not meet the appropriate cumulative grade point average requirements, competency may otherwise be demonstrated by achievement of exit assessment scores greater than or equal to a score deemed satisfactory by the board to qualify for forgiveness of a disqualifying cumulative grade point average. Such satisfactory score shall be higher than the Missouri qualifying score.

4. The applicant must achieve a score equal to or in excess of the qualifying score on the required exit assessment(s) as defined in 5 CSR 20-400.310 and 5 CSR 20-400.440. The official score shall be submitted to the department;

5. The applicant must complete the professional requirements as determined by the recommending educator preparation program, which may exceed these minimum requirements; and

6. Individuals who completed an educator preparation program outside of the United States shall provide documentation of completion of coursework in the following:

A. English Composition, two (2) courses, each a minimum of two (2) semester hours;

B. U.S. History, three (3) semester hours; and

C. U.S. Government, three (3) semester hours;

(B) Professional Requirements. A minimum of forty-five (45) semester hours in professional education. Competency must be demonstrated in the following areas listed to the satisfaction of the educator preparation program:

1. Content Planning and Delivery. Candidates are prepared with a deep knowledge of and understand the relationship among curriculum, instruction, and assessment—

A. Curriculum and Instructional Planning;

B. Instructional Strategies and Techniques in Content Area Specialty;

C. Assessment, Student Data, and Data-Based Decision-Making;

D. Strategies for Content Literacy;

E. Critical Thinking and Problem Solving; and

F. English Language Learning;



2. Individual Student Needs. Candidates build a robust knowledge of learners and the learning environment—

- A. Psychological Development of the Child and Adolescent;
- B. Psychology/Education of the Exceptional Child;
- C. Differentiated Learning;
- D. Classroom Management;
- E. Cultural Diversity; and
- F. Educational Psychology;

3. Schools and the Teaching Profession. Candidates fully understand the role of schools and schooling as well as the professional responsibilities of teachers, including a means of professional growth—

- A. Consultation and Collaboration;
- B. Legal/Ethical Aspects of Teaching; and
- C. Middle School Philosophy and Organization;

4. Middle School Literacy (minimum of six (6) semester hours): to include coursework in methods of teaching reading and writing in the content area, and to include instructional interventions for students with reading deficits; and

5. Content Knowledge for Teaching (minimum requirement of twenty-four (24) semester hours). Subject area certification in grades five through nine (5-9) will be granted upon the basis of a minimum of twenty-four (24) semester hours with appropriate distribution as determined by the educator preparation program and/or the department, in one (1) of the following areas:

- A. Agricultural Education (5-9);
- B. Business Education (5-9);
- C. Technology and Engineering (5-9);
- D. Language Arts (5-9);
- E. Mathematics (5-9);
- F. Science (5-9);
- G. Social Science (5-9); and
- H. Speech/Theatre (5-9); and

(C) Field and Clinical Experiences (ten (10) semester hours). Field and clinical experiences should be appropriate to the progress of the student through the program and should be supervised through a close partnership of highly-qualified professionals in appropriate school settings.

1. Early Field Experiences (one (1) semester hour with a minimum of thirty (30) clock hours). The early field experience includes placements in which candidates observe students, support teachers, and respond to specific class assignments. The candidate may work with students individually and/or in small groups as requested and under the supervision of the classroom teacher.

2. Mid-Level Field Experiences (one (1) semester hour with a minimum of forty-five (45) clock hours). The mid-level experience

occurs between the initial placement and the culminating clinical experiences. At the mid-level, candidates continue to observe; respond to specific class assignments; and work with students individually, in small groups, and in whole class settings as requested and under the supervision of the classroom teacher.

3. Culminating Clinical Experiences (eight (8) semester hours with a minimum of twelve (12) weeks in one (1) placement). The culminating experience refers to placements typically in the final sequence leading up to and including student teaching. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time.

(2) The requirements of this rule shall become effective August 1, 2017.

*AUTHORITY: sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2013.\* Original rule filed Oct. 29, 2013, effective May 30, 2014.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011, 2013; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011, 2013; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

#### **5 CSR 20-400.540 Certification Requirements for Teacher of Secondary Education (Grades 9 – 12)**

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the requirements for application for a certificate of license to teach Secondary Education.*

(1) An applicant for a Missouri certificate of license to teach Secondary Education who possesses good moral character may be granted an initial Missouri certificate of license to teach Secondary Education subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to Secondary Education:

(A) General Requirements—

1. A baccalaureate degree from a college or university having an educator preparation program approved by the Missouri Department of Elementary and Secondary

Education (department) or from a college or university having an educator preparation program approved by the state education agency in states other than Missouri;

2. The applicant must have a recommendation from the designated official at a baccalaureate or higher-level educator preparation program approved by the department;

3. The applicant must possess an overall grade point average to meet the following specifications:

A. For applicants graduating before the spring semester of the year 2017 from a baccalaureate program approved by the department, a grade point average of 2.5 or higher on a 4.0 scale, and in the major area of study;

B. For applicants graduating in or after the spring semester of the year 2017 from a baccalaureate program approved by the department, a cumulative grade point average on a 4.00 scale of 2.75 or higher, and a grade point average of 3.00 or higher in professional education and the specific content area for which certification is sought; or

C. For applicants graduating in or after the spring semester of the year 2017 from a baccalaureate program who do not meet the appropriate cumulative grade point average requirements, competency may otherwise be demonstrated by achievement of exit assessment scores greater than or equal to a score deemed satisfactory by the board to qualify for forgiveness of a disqualifying cumulative grade point average. Such satisfactory score shall be higher than the Missouri qualifying score;

4. The applicant must achieve a score equal to or in excess of the qualifying score on the required exit assessment(s) as defined in 5 CSR 20-400.310 and 5 CSR 20-400.440. The official score shall be submitted to the department;

5. The applicant must complete the professional requirements as determined by the recommending educator preparation program which may exceed these minimum requirements;

6. Individuals who completed an educator preparation program outside of the United States shall provide documentation of completion of coursework in the following:

A. English Composition, two (2) courses, each a minimum of two (2) semester hours;

B. U.S. History, three (3) semester hours; and

C. U.S. Government, three (3) semester hours;

(B) Professional Requirements. A minimum requirement of thirty-six (36) semester hours in professional education. Competency must



be demonstrated in the following topics listed to the satisfaction of the educator preparation institution:

1. Content Planning and Delivery. Candidates are prepared with a deep knowledge of and understand the relationship among curriculum, instruction, and assessment—

A. Curriculum and Instructional Planning;

B. Instructional Strategies and Techniques in Content Area Specialty;

C. Assessment, Student Data, and Data-Based Decision-Making;

D. Strategies for Content Literacy;

E. Critical Thinking and Problem Solving; and

F. English Language Learning;

2. Individual Student Needs. Candidates build a robust knowledge of learners and the learning environment —

A. Psychological Development of the Child and Adolescent;

B. Psychology/Education of the Exceptional Child;

C. Differentiated Learning;

D. Classroom Management;

E. Cultural Diversity; and

F. Educational Psychology;

3. Schools and the Teaching Profession. Candidates fully understand the role of schools and schooling as well as the professional responsibilities of teachers, including a means of professional growth—

A. Consultation and Collaboration; and

B. Legal/Ethical Aspects of Teaching; and

4. Secondary Literacy (minimum of six (6) semester hours) to include coursework specific to teaching reading and writing in the content area for which certification is sought, and to include instructional interventions for students with reading deficits.

(C) Field and Clinical Experiences (ten (10) semester hours). Field and clinical experiences should be appropriate to the progress of the student through the program and should be supervised through a close partnership of highly-qualified professionals in appropriate school settings.

1. Early Field Experiences (one (1) semester hour with a minimum of thirty (30) clock hours). The early field experience includes placements in which candidates observe students, support teachers, and respond to specific class assignments. The candidate may work with students individually and/or in small groups as requested and under the supervision of the classroom teacher.

2. Mid-Level Field Experiences (one (1) semester hour with a minimum of forty-five

(45) clock hours). The mid-level experience occurs between the initial placement and the culminating clinical experiences. At the mid-level, candidates continue to observe; respond to specific class assignments; and work with students individually, in small groups, and in whole class settings as requested and under the supervision of the classroom teacher.

3. Culminating Clinical Experiences (eight (8) semester hours with a minimum of twelve (12) weeks in one (1) placement). The culminating experience refers to placements typically in the final sequence leading up to and including student teaching. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time.

(2) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Agriculture may be granted an initial Missouri certificate of license to teach Agriculture subject to completion of at least fifty-three (53) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

(A) A minimum of thirty (30) semester hours shall be completed from paragraphs (2)(A)1.-7.—

1. Animal Science, minimum of three (3) semester hours;

2. Agronomy, minimum of three (3) semester hours;

3. Agricultural Business, minimum of three (3) semester hours;

4. Agricultural Economics, minimum of three (3) semester hours;

5. Agricultural Mechanics, minimum of three (3) semester hours;

6. Horticulture, minimum of three (3) semester hours; and

7. Electives from sections 1-6, zero (0) to twelve (12) semester hours.

(3) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Business may be granted an initial Missouri certificate of license to teach Business subject to completion of at least thirty-nine (39) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

(A) Accounting, six (6) semester hours;

(B) Economics, six (6) semester hours;

(C) Business/Consumer Related Law, three (3) semester hours;

(D) Business Communications, three (3) semester hours;

(E) Management, three (3) semester hours;

(F) Marketing, three (3) semester hours;

(G) Computer/Emerging Technology, six (6) semester hours;

(H) Electives, three (3) semester hours;

(I) Implementing Business Education Programs, three (3) semester hours; and

(J) Coordination of Cooperative Education, three (3) semester hours.

(4) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Driver Education who is certified in another elementary, middle school, or secondary teaching field may be granted an initial Missouri certificate of license to teach Driver Education subject to completion of at least twelve (12) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

(A) Introduction to Safety Education, three (3) semester hours;

(B) Driver Task Analysis, three (3) semester hours;

(C) Developing Vehicle Operation Skills and Competencies, three (3) semester hours; and

(D) Developing Classroom Knowledge, three (3) semester hours.

(5) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach English may be granted an initial Missouri certificate of license to teach English subject to completion of at least thirty-three (33) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

(A) Composition and Rhetoric (to include a course in the teaching of writing), twelve (12) semester hours;

(B) Study of the English Language (to include modern grammar, history of the language, and/or dialects), six (6) semester hours;

(C) American Literature (to include at least one (1) major unit or module in literature for adolescents and one (1) in literature of ethnic groups), six (6) semester hours;

(D) English and/or World Literature, six (6) semester hours; and

(E) Elective English Credits, three (3) semester hours.



(6) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Journalism may be granted an initial Missouri certificate of license to teach Journalism subject to completion of at least thirty-three (33) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

- (A) News Writing and Reporting, six (6) semester hours;
- (B) Editing, three (3) semester hours;
- (C) Communications Law, three (3) semester hours;
- (D) Mass Communications Theory, three (3) semester hours;
- (E) Scholastic Publications, three (3) semester hours; and
- (F) Electives—Photography, Graphics, Advertising, Broadcasting, History of Journalism, Mass Media and Society, News Media Experience, and other related areas, fifteen (15) semester hours—

1. News media experience (e.g., professional news media, college publications, etc.) must be included in the program on a credit or noncredit basis.

(7) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Marketing may be granted an initial Missouri certificate of license to teach Marketing subject to completion of at least thirty-six (36) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

- (A) Management or Business Administration, three (3) semester hours;
- (B) Economics, six (6) semester hours;
- (C) Electives from Business, Management, or Entrepreneurship, nine (9) semester hours;
- (D) Marketing (suggested areas: Distribution, Financing, Marketing-Information Management, Promotion, Selling, Product/Service Management, International Marketing, and E-commerce Marketing), fifteen (15) semester hours; and
- (E) Coordination of Cooperative Education, three (3) semester hours.

(8) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Mathematics may be granted an initial Missouri certificate of license to teach Mathematics subject to completion of at least thirty-six (36) semester hours in the following content knowledge areas and demonstration

of competency to the satisfaction of the educator preparation institution:

- (A) Calculus and Analytical Geometry, nine (9) semester hours;
- (B) Algebraic Structures, three (3) semester hours;
- (C) Geometry, three (3) semester hours;
- (D) Computer Science, three (3) semester hours;
- (E) Electives from the above coursework, six (6) semester hours; and
- (F) A minimum of twelve (12) semester hours from at least three (3) areas of Mathematics such as the following:
  1. History of Mathematics, three (3) semester hours;
  2. Structure of the Real Number System, three (3) semester hours;
  3. Number Theory, three (3) semester hours;
  4. Completion Calculus Sequence, three (3) semester hours;
  5. Probability and Statistics, three (3) semester hours;
  6. Computer Science, three (3) semester hours; and
  7. Linear Algebra, three (3) semester hours.

(9) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Biology may be granted an initial Missouri certificate of license to teach Biology subject to completion of at least thirty-five (35) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

- (A) History/Philosophy of Science and Technology, three (3) semester hours;
- (B) A minimum of twenty (20) hours in Biology, which must include:
  1. Cell Biology;
  2. Plant Form and Function;
  3. Animal Form and Function;
  4. Genetics;
  5. Evolution; and
  6. Biology Electives; and
- (C) A minimum of twelve (12) additional hours in Science, which includes:
  1. Chemistry;
  2. Physics;
  3. Earth Science; and
  4. Environmental Science.

(10) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Chemistry may be granted an initial Missouri certificate of license to teach Chemistry subject to completion of at least

thirty-five (35) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

- (A) History/Philosophy of Science and Technology, three (3) semester hours;
- (B) A minimum of twenty (20) hours in Chemistry, which must include:
  1. Inorganic Chemistry;
  2. Analytical Chemistry;
  3. Organic Chemistry;
  4. Physical Chemistry;
  5. Biochemistry; and
  6. Chemistry Electives; and
- (C) A minimum of twelve (12) additional hours in Science, which includes:
  1. Biology;
  2. Physics;
  3. Earth Science; and
  4. Environmental Science.

(11) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Earth Science may be granted an initial Missouri certificate of license to teach Earth Science subject to completion of at least thirty-five (35) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

- (A) History/Philosophy of Science and Technology, three (3) semester hours;
- (B) A minimum of twenty (20) hours in Earth Science, which must include:
  1. Astronomy;
  2. Meteorology;
  3. Geology/Physical Geography; and
  4. Earth Science Electives; and
- (C) A minimum of twelve (12) additional hours in Science, which includes:
  1. Chemistry;
  2. Biology;
  3. Physics; and
  4. Environmental Science.

(12) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach General Science may be granted an initial Missouri certificate of license to teach General Science subject to completion of at least thirty-five (35) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

- (A) History/Philosophy of Science and Technology, three (3) semester hours; and
- (B) A minimum of thirty-two (32) hours in General Science, which must include:
  1. Chemistry;
  2. Biology;



3. Physics;
4. Earth Science;
5. Astronomy; and
6. Environmental Science.

(13) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Physics may be granted an initial Missouri certificate of license to teach Physics subject to completion of at least thirty-five (35) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

- (A) History/Philosophy of Science and Technology, three (3) semester hours;
- (B) A minimum of twenty (20) hours in Physics, which must include:
  1. Mechanics;
  2. Electricity and Magnetism;
  3. Heat, Sound, and Light;
  4. Atomic or Modern Physics; and
  5. Physics Electives; and
- (C) A minimum of twelve (12) additional hours in Science, which includes:
  1. Chemistry;
  2. Biology;
  3. Earth Science; and
  4. Environmental Science.

(14) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Unified Science: Biology may be granted an initial Missouri certificate of license to teach Unified Science: Biology subject to completion of at least fifty (50) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

- (A) History/Philosophy of Science and Technology, three (3) semester hours;
- (B) Biology (to include Zoology and Botany with labs), six (6) semester hours;
- (C) Chemistry (with labs), six (6) semester hours;
- (D) Physics (with labs), six (6) semester hours;
- (E) Earth Science (to include Geology and Meteorology), six (6) semester hours;
- (F) Environmental Science, three (3) semester hours; and
- (G) An additional twenty (20) semester hours in Biology to include coursework in:
  1. Zoology;
  2. Botany;
  3. Genetics;
  4. Cell/Biochemistry;
  5. Microbiology;
  6. Anatomy and Physiology;

7. Ecology; and
8. Evolution.

(15) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Unified Science: Chemistry may be granted an initial Missouri certificate of license to teach Unified Science: Chemistry subject to completion of at least fifty (50) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

- (A) History/Philosophy of Science and Technology, three (3) semester hours;
- (B) Biology (to include Zoology and Botany with labs), six (6) semester hours;
- (C) Chemistry (with labs), six (6) semester hours;
- (D) Physics (with labs), six (6) semester hours;
- (E) Earth Science (to include Geology and Meteorology), six (6) semester hours;
- (F) Environmental Science, three (3) semester hours; and
- (G) An additional twenty (20) semester hours in Chemistry to include coursework in:
  1. Organic Chemistry;
  2. Physical Chemistry;
  3. Quantitative Analysis;
  4. Biochemistry;
  5. Qualitative Analysis;
  6. Advanced Analysis; and
  7. Environmental Chemistry.

(16) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Unified Science: Earth Science may be granted an initial Missouri certificate of license to teach Unified Science: Earth Science subject to completion of at least fifty (50) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

- (A) History/Philosophy of Science and Technology, three (3) semester hours;
- (B) Biology (to include Zoology and Botany with labs), six (6) semester hours;
- (C) Chemistry (with labs), six (6) semester hours;
- (D) Physics (with labs), six (6) semester hours;
- (E) Earth Science (to include Geology and Meteorology), six (6) semester hours;
- (F) Environmental Science, three (3) semester hours; and
- (G) An additional twenty (20) semester hours in Earth Science to include coursework in:

1. Geology;
2. Astronomy;
3. Meteorology;
4. Paleontology; and
5. Oceanography.

(17) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Unified Science: Physics may be granted an initial Missouri certificate of license to teach Unified Science: Physics subject to completion of at least fifty (50) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

- (A) History/Philosophy of Science and Technology, three (3) semester hours;
- (B) Biology (to include Zoology and Botany with labs), six (6) semester hours;
- (C) Chemistry (with labs), six (6) semester hours;
- (D) Physics (with labs), six (6) semester hours;
- (E) Earth Science (to include Geology and Meteorology), six (6) semester hours;
- (F) Environmental Science, three (3) semester hours; and
- (G) An additional twenty (20) semester hours in Physics to include coursework in:
  1. Quantum Physics;
  2. Atomic/Nuclear Physics;
  3. Heat/Thermodynamics;
  4. Health Physics;
  5. Optics;
  6. Electricity/Magnetism; and
  7. Statistics/Mechanics.

(18) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Social Science may be granted an initial Missouri certificate of license to teach Social Science subject to completion of at least thirty-nine (39) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

- (A) U.S. History, twelve (12) semester hours;
- (B) World History, nine (9) semester hours;
- (C) Political Science (State and U.S. Government), six (6) semester hours;
- (D) Economics, three (3) semester hours;
- (E) Geography, three (3) semester hours; and
- (F) Behavioral Science (Sociology, Anthropology, or Psychology), six (6) semester hours.



(19) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Speech and Theatre may be granted an initial Missouri certificate of license to teach Speech and Theatre subject to completion of at least thirty (30) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

(A) Speech, twelve (12) semester hours (must include three (3) semester hours of debate);

(B) Theatre, twelve (12) semester hours; and

(C) Electives (from Speech, Theatre, and/or Mass Communications), six (6) semester hours.

(20) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Technology and Engineering may be granted an initial Missouri certificate of license to teach Technology and Engineering subject to completion of at least thirty-six (36) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

(A) Communication Technology, six (6) semester hours;

(B) Energy and Power, six (6) semester hours;

(C) Materials and Processes Technology, six (6) semester hours;

(D) Organization and Administration, six (6) semester hours; and

(E) Electives, twelve (12) semester hours.

(21) The requirements of this rule shall become effective August 1, 2017.

*AUTHORITY: sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2013.\* Original rule filed Oct. 29, 2013, effective May 30, 2014.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011, 2013; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011, 2013; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

### 5 CSR 20-400.550 Certification Requirements for Teacher of K-12 Education

*PURPOSE: The State Board of Education is authorized to grant certificates of license to*

*teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the requirements for application for a certificate of license to teach K-12 Education.*

(1) An applicant for a Missouri certificate of license to teach Secondary Education who possesses good moral character may be granted an initial Missouri certificate of license to teach K-12 Education subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to K-12 Education:

(A) General Requirements—

1. A baccalaureate degree from a college or university having an educator preparation program approved by the Missouri Department of Elementary and Secondary Education (department) or from a college or university having an educator preparation program approved by the state education agency in states other than Missouri.

2. The applicant must have a recommendation from the designated official at a baccalaureate or higher-level educator preparation program approved by the department.

3. The applicant must possess an overall grade point average to meet the following specifications:

A. For applicants graduating before the spring semester of the year 2017 from a baccalaureate program approved by the department, a grade point average of 2.50 or higher on a 4.00 scale, and in the major area of study;

B. For applicants graduating in or after the spring semester of the year 2017 from a baccalaureate program approved by the department, a cumulative grade point average on a 4.00 scale of 2.75 or higher, and a grade point average of 3.00 or higher in professional education and the specific content area for which certification is sought; or

C. For applicants graduating in or after the spring semester of the year 2017 from a baccalaureate program who do not meet the appropriate cumulative grade point average requirements, competency may otherwise be demonstrated by achievement of exit assessment scores greater than or equal to a score deemed satisfactory by the board to qualify for forgiveness of a disqualifying cumulative grade point average. Such satisfactory score shall be higher than the Missouri qualifying score;

4. The applicant must achieve a score equal to or in excess of the qualifying score on the required exit assessment(s) as defined in 5 CSR 20-400.310 and 5 CSR 20-400.440. The official score shall be submitted to the department;

5. The applicant must complete the professional requirements as determined by the recommending educator preparation program which may exceed these minimum requirements.

6. Individuals who completed an educator preparation program outside of the United States shall provide documentation of completion of coursework in the following:

A. English Composition, two (2) courses, each a minimum of two (2) semester hours;

B. U.S. History, three (3) semester hours; and

C. U.S. Government, three (3) semester hours.

(B) Professional Requirements. A minimum requirement of twenty-six (26) semester hours in professional education. Competency must be demonstrated in the following topics listed to the satisfaction of the educator preparation institution:

1. Content Planning and Delivery. Candidates are prepared with a deep knowledge of and understand the relationship among curriculum, instruction, and assessment—

A. Curriculum and Instructional Planning;

B. Instructional Strategies and Techniques in Content Area Specialty;

C. Assessment, Student Data, and Data-Based Decision-Making;

D. Strategies for Content Literacy;

E. Critical Thinking and Problem Solving; and

F. English Language Learning;

2. Individual Student Needs. Candidates build a robust knowledge of learners and the learning environment—

A. Psychological Development of the Child and Adolescent;

B. Psychology/Education of the Exceptional Child;

C. Differentiated Learning;

D. Classroom Management;

E. Cultural Diversity; and

F. Educational Psychology;

3. Schools and the Teaching Profession. Candidates fully understand the role of schools and schooling as well as the professional responsibilities of teachers, including a means of professional growth—

A. Consultation and Collaboration; and

B. Legal/Ethical Aspects of Teaching; and

4. Literacy (minimum of three (3) semester hours) to include coursework in methods of teaching reading and writing in the content area for which certification is sought.





5. Field and Clinical Experiences (ten (10) semester hours). Field and clinical experiences should be appropriate to the progress of the student through the program and should be supervised through a close partnership of highly-qualified professionals in appropriate school settings. Such field and clinical experiences shall include experiences at both the elementary and the secondary level.

A. Early Field Experiences (one (1) semester hour with a minimum of thirty (30) clock hours). The early field experience includes placements in which candidates observe students, support teachers, and respond to specific class assignments. The candidate may work with students individually and/or in small groups as requested and under the supervision of the classroom teacher.

B. Mid-Level Field Experiences (one (1) semester hour with a minimum of forty-five (45) clock hours). The mid-level experience occurs between the initial placement and the culminating clinical experiences. At the mid-level, candidates continue to observe; respond to specific class assignments; and work with students individually, in small groups, and in whole class settings as requested and under the supervision of the classroom teacher.

C. Culminating Clinical Experiences (eight (8) semester hours with a minimum of twelve (12) weeks in one (1) placement). The culminating experience refers to placements typically in the final sequence leading up to and including student teaching. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time.

(2) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Art may be granted an initial Missouri certificate of license to teach Art subject to completion of at least thirty (30) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

- (A) Design—Composition, three (3) semester hours;
- (B) Drawing, three (3) semester hours;
- (C) Painting, three (3) semester hours;
- (D) Graphics (such as Printmaking, Photography, and Serigraphy), three (3) semester hours;
- (E) Ceramics, three (3) semester hours;
- (F) Sculpture, three (3) semester hours;

(G) Fibers (such as Weaving, Macramé, and Fiber Sculpture), three (3) semester hours;

(H) History, Theory, Criticism in the Visual Arts, three (3) semester hours;

(I) Instructional Techniques for Art K-12, three (3) semester hours; and

(J) Electives, three (3) semester hours.

(3) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Dance may be granted an initial Missouri certificate of license to teach Dance subject to completion of at least thirty (30) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

(A) Ballet Technique, six (6) semester hours;

(B) Contemporary Technique, six (6) semester hours;

(C) Other Techniques, to include Tap, Jazz, Yoga, Folk, Ballroom, six (6) semester hours;

(D) Dance Theory, three (3) semester hours;

(E) Dance Composition, three (3) semester hours; and

(F) Elective from subsections 1-4 below, six (6) hours:

- 1. Anatomy and Kinesiology;
- 2. Ethnology (dance in other cultures);
- 3. Music for Dance; or
- 4. Somatics (body-mind techniques).

(4) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Family and Consumer Sciences may be granted an initial Missouri certificate of license to teach Family and Consumer Sciences subject to completion of at least thirty-three (33) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

(A) Program Development and Professional Practice, two (2) semester hours;

(B) Career and Technical Student Organizations, one (1) semester hour;

(C) Nutrition, Health, and Wellness (including Health Issues and Concepts as well as Scientific Principles Related to Food Preparation), six (6) semester hours;

(D) Family and Consumer Resource Management, twelve (12) semester hours (including three (3) semester hours each in: Personal Finance; Family and Consumer Resource Management; Housing and

Environment; and Textiles, Apparel, and Fashion);

(E) Human Development and Parenting, six (6) semester hours; and

(F) Family and Interpersonal Relationships, six (6) semester hours.

(5) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach World Languages may be granted an initial Missouri certificate of license to teach World Languages subject to completion of at least thirty (30) semester hours in the language to be taught, or twenty-seven (27) semester hours plus two (2) or more earned units of high school credit in that language. Additionally, the applicant must complete a minimum of fifteen (15) semester hours in upper-level courses with no more than six (6) of those semester hours in history/culture and demonstrate competency to the satisfaction of the educator preparation institution.

(6) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Health may be granted an initial Missouri certificate of license to teach Health subject to completion of at least thirty-six (36) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

(A) Human Anatomy-Physiology, three (3) semester hours;

(B) Nutrition, three (3) semester hours;

(C) Drug Education, three (3) semester hours;

(D) Personal Health, three (3) semester hours;

(E) Mental Health, three (3) semester hours;

(F) Family Life/Sex Education, three (3) semester hours;

(G) Safety and First Aid, three (3) semester hours;

(H) Community Health, three (3) semester hours;

(I) Instructional Techniques in Health K-12, three (3) semester hours; and

(J) Electives in Health, nine (9) semester hours.

(7) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license for Library Media Specialist may be granted an initial Missouri certificate of license for Library Media Specialist subject to completion of at least thirty (30) semester hours in the following content knowledge areas and



demonstration of competency to the satisfaction of the educator preparation institution:

(A) Content Knowledge for Teaching—

1. Foundations of Librarianship, three (3) semester hours;
2. Library Media Administration, three (3) semester hours;
3. Developing and Managing Collections, three (3) semester hours;
4. Organizing Information, three (3) semester hours;
5. Reference Sources and Services, three (3) semester hours;
6. Action Research in School Libraries, three (3) semester hours;
7. Children's, Adolescent, or Young Adult Literature, three (3) semester hours;
8. Library Systems and Information Technologies, three (3) semester hours; and
9. Curriculum and the Media Center, three (3) semester hours;

(B) Field and Clinical Experiences (three (3) semester hours)—

1. Culminating Clinical Experiences. This librarian internship builds upon the classroom experiences and provides the intern an opportunity to lead and direct specific activities. The intern is an active participant in the daily operations of the library media center including working with students, faculty, staff, and stakeholders while under the supervision of an on-site supervisor. The clinical experience should include collaborating with other educators to support student learning.

(8) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Music may be granted an initial Missouri certificate of license to teach Music subject to completion of at least forty-five (45) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

(A) For applicants for a Missouri license to teach Vocal Music—

1. Music Theory, History, and Choral Arranging, fifteen (15) semester hours;
2. Piano (or proficiency) and Applied Voice, nine (9) semester hours;
3. Choral Conducting, Techniques, and Literature, twelve (12) semester hours;
4. Choral Ensemble, three (3) semester hours; and
5. Methods/Techniques of Teaching Pre-K/Elementary, and Middle School/Secondary Music, six (6) semester hours.

(B) For applicants for a Missouri license to teach Instrumental Music—

1. Music Theory, History, and Instrumentation/Arranging, fifteen (15) semester hours;

2. Piano (or proficiency) and Applied Major Instrument, nine (9) semester hours;

3. Instrumental Conducting, Techniques, and Literature, twelve (12) semester hours;

4. Instrumental Ensemble, three (3) semester hours; and

5. Methods/Techniques of Teaching Pre-K/Elementary, and Middle School/Secondary Music, six (6) semester hours.

(9) In addition to the requirements specified in subsections (1)(A)-(C) of this rule, an applicant for a Missouri certificate of license to teach Physical Education may be granted an initial Missouri certificate of license to teach Physical Education subject to completion of at least fifty-one (51) semester hours in the following content knowledge areas and demonstration of competency to the satisfaction of the educator preparation institution:

(A) History and Philosophy, three (3) semester hours;

(B) Anatomy-Physiology, three (3) semester hours;

(C) Kinesiology, three (3) semester hours;

(D) Physiology of Exercise, three (3) semester hours;

(E) Assessment in Physical Education, three (3) semester hours;

(F) Health Related Fitness/Wellness, three (3) semester hours;

(G) Lifetime Activities and Dance, three (3) semester hours;

(H) Adapted Physical Education, three (3) semester hours;

(I) Psychological/Sociological Aspects of Physical Education, three (3) semester hours;

(J) Motor Development/Motor Learning, three (3) semester hours;

(K) First Aid, CPR, and Care of Activity/Sport Injuries, six (6) semester hours;

(L) Movement and Rhythms, three (3) semester hours;

(M) Team/Individual Sports Instruction, three (3) semester hours;

(N) Instructional Techniques in Physical Education K-12, six (6) semester hours; and

(O) Nutrition, three (3) semester hours.

(10) The requirements of this rule shall become effective August 1, 2017.

*AUTHORITY: sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2013.\* Original rule filed Oct. 29, 2013, effective May 30, 2014.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011, 2013;*

*168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011, 2013; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

**5 CSR 20-400.560 Certification Requirements for Teacher of Special Education**

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the requirements for application for a certificate of license to teach Special Education.*

(1) An applicant for a Missouri certificate of license to teach Special Education who possesses good moral character may be granted an initial Missouri certificate of license to teach Special Education subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to Special Education:

(A) General Requirements—

1. A baccalaureate degree from a college or university having an educator preparation program approved by the Missouri Department of Elementary and Secondary Education (department) or from a college or university having an educator preparation program approved by the state education agency in states other than Missouri;

2. The applicant must have a recommendation from the designated official at a baccalaureate or higher-level educator preparation program approved by the department;

3. The applicant must possess an overall grade point average to meet the following specifications:

A. For applicants graduating before the spring semester of the year 2017 from a baccalaureate program approved by the department, a grade point average of 2.50 or higher on a 4.00 scale, and in the major area of study;

B. For applicants graduating in or after the spring semester of the year 2017 from a baccalaureate program approved by the department, a cumulative grade point average on a 4.00 scale of 2.75 or higher, and a grade point average of 3.00 or higher in professional education and the specific content area for which certification is sought; or

C. For applicants graduating in or after the spring semester of the year 2017 from a baccalaureate program who do not meet the appropriate cumulative grade point average requirements, competency may otherwise be demonstrated by achievement of exit assessment scores greater than or equal to a



score deemed satisfactory by the board to qualify for forgiveness of a disqualifying cumulative grade point average. Such satisfactory score shall be higher than the Missouri qualifying score;

4. The applicant must achieve a score equal to or in excess of the qualifying score on the required exit assessment(s) as defined in 5 CSR 20-400.310 and 5 CSR 20-400.440. The official score shall be submitted to the department;

5. The applicant must complete the professional requirements as determined by the recommending educator preparation program which may exceed these minimum requirements; and

6. Individuals who completed an educator preparation program outside of the United States shall provide documentation of completion of coursework in the following:

- A. English Composition, two (2) courses, each a minimum of two (2) semester hours;
- B. U.S. History, three (3) semester hours; and
- C. U.S. Government, three (3) semester hours.

(2) An applicant for a Missouri certificate to teach Blind and Low Vision (Birth – Grade 12) students who possess a baccalaureate degree from a college or university having an educator preparation program approved by the department or from a college or university having an educator preparation program approved by the state agency in states other than Missouri may be granted an initial Missouri certificate of license to teach Blind and Low Vision (Birth – Grade 12) students subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements:

(A) Professional Requirements. A minimum of sixty (60) semester hours of professional preparation. Competency must be demonstrated to the satisfaction of the educator preparation institution for each topic listed.

1. Content Planning and Delivery. Candidates are prepared with a deep knowledge of and understand the relationships among curriculum, instruction, and assessment —

- A. Curriculum and Instructional Planning;
- B. Instructional Strategies and Techniques in Content Area Specialty;
- C. Assessment, Student Data, and Data-Based Decision-Making;
- D. Strategies for Content Literacy;
- E. Critical Thinking and Problem Solving;

F. English Language Learning;  
G. Evaluation of Abilities and Achievement (instruction in interpretation of individualized, formative, and summative assessments, eligibility procedures, and assessment to support evidence-based instruction); and

H. Transition Processes, including Career Education or Career Readiness.

2. Individual Student Needs. Candidates build a robust knowledge of learners and the learning environment—

- A. Psychological Development of the Child and Adolescent;
- B. Psychology/Education of the Exceptional Child;
- C. Differentiated Learning;
- D. Classroom Management;
- E. Behavior Intervention Strategies;
- F. Cultural Diversity;
- G. Anatomy, Physiology, and Diseases of the Eye;
- H. Language Development of the Exceptional Child;
- I. Orientation and Mobility Training;
- J. Educational Psychology;
- K. Conservation and Use of Limited Vision; and

L. Visual Aids and Appliance Usage.  
3. Schools and the Teaching Profession. Candidates fully understand the role of schools and schooling as well as the professional responsibilities of teachers, including a means of professional growth—

- A. Consultation and Collaboration;
- B. Legal/Ethical Aspects of Teaching;
- C. Tiered Systems for Supporting Instruction and Behavior;
- D. Families as Educational Partners;
- E. Family Engagement;
- F. Linking Families with Resources;

and  
G. Individualized Education Plans and the Special Education Process;

4. Teaching and Learning Strategies—

- A. Literacy (three (3) courses required, minimum total of nine (9) semester hours) to include coursework in reading and writing, and to include instructional interventions for students with reading deficits;
- B. Reading and Writing Braille;
- C. Children’s Literature;
- D. Language Arts;
- E. Science;
- F. Social Science;
- G. Instructional and Assistive Technology; and

H. Mathematics (two (2) courses required, minimum of six (6) total semester hours) to include instructional interventions for students with mathematics deficits; and

(B) Field and Clinical Experiences (minimum requirement of ten (10) semester hours). Field and clinical experiences should be appropriate to the progress of the student through the program and should be supervised through a close-partnership of highly-qualified professionals in appropriate school settings.

1. Early Field Experiences (one (1) semester hour with a minimum of thirty (30) clock hours). This limited field experience includes placements in which candidates observe students, support teachers, and respond to specific class assignments. The candidate may work with students individually and/or in small groups as requested and under the supervision of the classroom teacher.

2. Mid-Level Experiences (one (1) semester hour with a minimum of forty-five (45) clock hours). The mid-level experience occurs between the initial placement and the culminating clinical experiences. At the mid-level, candidates continue to observe; respond to specific class assignments; and work with students individually, in small groups, and in whole class settings as requested and under the supervision of the classroom teacher.

3. Culminating Clinical Experiences (eight (8) semester hours with a minimum of twelve (12) weeks in one (1) placement). The culminating experience refers to placements typically in the final sequence leading up to and including student teaching. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time.

(3) An applicant for a Missouri certificate to teach Deaf and Hard of Hearing (Birth – Grade 12) students who possesses a baccalaureate degree from a college or university having an educator preparation program approved by the department or from a college or university having an educator preparation program approved by the state agency in states other than Missouri may be granted an initial Missouri certificate of license to teach Deaf and Hard of Hearing (Birth – Grade 12) students subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements:

(A) Professional Requirements. A minimum of sixty (60) semester hours of professional preparation. Competency must be demonstrated to the satisfaction of the educator preparation institution for each topic listed.



1. Content Planning and Delivery. Candidates are prepared with a deep knowledge of and understand the relationships among curriculum, instruction, and assessment—

- A. Curriculum and Instructional Planning;
- B. Instructional Strategies and Techniques in Content Area Specialty;
- C. Assessment, Student Data, and Data-Based Decision-Making;
- D. Strategies for Content Literacy;
- E. Critical Thinking and Problem Solving;
- F. English Language Learning;
- G. Evaluation of Abilities and Achievement (instruction in interpretation of individualized, formative, and summative assessments, eligibility procedures, and assessment to support evidence-based instruction); and

H. Transition Processes, including Career Education or Career Readiness.

2. Individual Student Needs. Candidates build a robust knowledge of learners and the learning environment—

- A. Psychological Development of the Child and Adolescent;
- B. Psychology/Education of the Exceptional Child;
- C. Differentiated Learning;
- D. Classroom Management;
- E. Behavior Intervention Strategies;
- F. Cultural Diversity;
- G. Educational Psychology;
- H. Psychology of Deafness;
- I. Language Development of the Exceptional Child;
- J. Aural Rehabilitation;
- K. Amplification Systems;
- L. Audiology;
- M. Anatomy and Physiology of Auditory and Speech Mechanisms; and
- N. Manual Communications.

3. Schools and the Teaching Profession. Candidates fully understand the role of schools and schooling as well as the professional responsibilities of teachers, including a means of professional growth—

- A. Consultation and Collaboration;
- B. Legal/Ethical Aspects of Teaching;
- C. Tiered Systems for Supporting Instruction and Behavior;
- D. Families as Educational Partners;
- E. Family Engagement;
- F. Linking Families with Resources;

and

G. Individualized Education Plans and the Special Education Process.

4. Teaching and Learning Strategies—

A. Literacy (three (3) courses required, minimum total of nine (9) semester

hours). To include coursework in reading and writing, and to include instructional interventions for students with reading deficits;

- B. Teaching and Facilitating Language;
- C. Teaching Speech to Students Who Are Deaf;
- D. Children's Literature;
- E. Language Arts;
- F. Science;
- G. Social Science;
- H. Instructive and Assistive Technology; and

I. Mathematics (two (2) courses required, minimum of six (6) total semester hours) to include instructional interventions for students with mathematics deficits.

(B) Field and Clinical Experiences (minimum requirement of ten (10) semester hours). Field and clinical experiences should be appropriate to the progress of the student through the program and should be supervised through a close-partnership of highly-qualified professionals in appropriate school settings.

1. Early Field Experiences (one (1) semester hour with a minimum of thirty (30) clock hours). This limited field experience includes placements in which candidates observe students, support teachers, and respond to specific class assignments. The candidate may work with students individually and/or in small groups as requested and under the supervision of the classroom teacher.

2. Mid-Level Experiences (one (1) semester hour with a minimum of forty-five (45) clock hours). The mid-level experience occurs between the initial placement and the culminating clinical experiences. At the mid-level, candidates continue to observe; respond to specific class assignments; and work with students individually, in small groups, and in whole class settings as requested and under the supervision of the classroom teacher.

3. Culminating Clinical Experiences (eight (8) semester hours with a minimum of twelve (12) weeks in one (1) placement). The culminating experience refers to placements typically in the final sequence leading up to and including student teaching. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time.

(4) An applicant for a Missouri certificate to teach Early Childhood Special Education (Birth – Grade 3) who possesses a baccalaureate degree from a college or university hav-

ing an educator preparation program approved by the department, or from a college or university having an education program approved by the state education agency in states other than Missouri may be granted an initial Missouri certificate of license to teach Early Childhood Special Education (Birth – Grade 3) subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements:

(A) Professional Requirements. A minimum of sixty (60) semester hours of professional preparation. Competency must be demonstrated to the satisfaction of the educator preparation institution for each topic listed.

1. Content Planning and Delivery. Candidates are prepared with a deep knowledge of and understand the relationship among curriculum, instruction, and assessment—

- A. Curriculum and Instructional Planning;
- B. Instructional Strategies and Techniques in Content Area Specialty;
- C. Assessment, Student Data, and Data-Based Decision-Making;
- D. Critical Thinking and Problem Solving;

E. English Language Learning; and

F. Evaluation of Abilities and Achievement (instruction in interpretation of individualized, formative, and summative assessments, eligibility procedures, and assessment to support evidence-based instruction).

2. Individual Student Needs. Candidates build a robust knowledge of learners and the learning environment—

- A. Psychological Development of the Child and Adolescent;
- B. Psychology/Education of the Exceptional Child;
- C. Differentiated Learning;
- D. Classroom Management;
- E. Behavior Intervention Strategies;
- F. Cultural Diversity; and
- G. Educational Psychology.

3. Schools and the Teaching Profession. Candidates fully understand the role of schools and schooling as well as the professional responsibilities of teachers, including a means of professional growth—

- A. Consultation and Collaboration;
- B. Legal/Ethical Aspects of Teaching;
- C. Tiered Systems for Supporting Instruction and Behavior;
- D. Families as Educational Partners;
- E. Family Engagement;
- F. Linking Families with Resources;

and



G. Individualized Education Plans and the Special Education Process.

4. Teaching and Supporting Learning of the Young Child—

A. Early Childhood Principles;

(I) Child Development;

(II) Play-Based and Inquiry-Based Learning;

(III) Observing and Assessing Young Children;

(IV) Language Acquisition; and

(V) Alternative and Augmentative Communication;

B. Methods of Teaching and Differentiated Instruction in the following integrated areas (minimum requirement of fifteen (15) hours):

(I) Language Arts (including reading, writing, speaking, and listening);

(II) Math;

(III) Health;

(IV) Science;

(V) Nutrition;

(VI) Social Studies;

(VII) Music;

(VIII) Safety;

(IX) Movement;

(X) Art;

(XI) Drama; and

(XII) Instructional and Assistive Technology;

5. Program Management—

A. Program Administration and Management;

B. Health, Nutrition, and Safety of Young Children; and

C. Environmental Organization and Design;

D. Procedural Safeguards;

(B) Field and Clinical Experiences (minimum requirement of ten (10) semester hours). Field and clinical experiences should be appropriate to the progress of the student through the program and should be supervised through a close-partnership of highly-qualified professionals in appropriate school settings. Such field and clinical experiences shall meet the minimum hours required in paragraphs (4)(B)1.-3., to include experiences in each of the three (3) different age levels (Infant/Toddler, Pre-K/Kindergarten, and Kindergarten – Grade 3).

1. Early Field Experiences (one (1) semester hour with a minimum of thirty (30) clock hours). This limited field experience includes placements in which candidates observe students, support teachers, and respond to specific class assignments. The candidate may work with students individually and/or in small groups as requested and under the supervision of the classroom teacher.

2. Mid-Level Experiences (one (1) semester hour with a minimum of forty-five (45) clock hours). The mid-level experience occurs between the initial placement and the culminating clinical experiences. At the mid-level, candidates continue to observe; respond to specific class assignments; and work with students individually, in small groups, and in whole class settings as requested and under the supervision of the classroom teacher.

3. Culminating Clinical Experiences (eight (8) semester hours with a minimum of twelve (12) weeks in one (1) placement). The culminating experience refers to placements typically in the final sequence leading up to and including student teaching. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time.

(5) An applicant for a Missouri certificate of license to teach students with Mild/Moderate Cross-Categorical Disabilities (Kindergarten – Grade 12) who possesses a baccalaureate degree in Special Education from a college or university having an educator preparation program approved by the department or from a college or university having an educator preparation program approved by the state agency in states other than Missouri may be granted an initial Missouri certificate of license to teach students with Mild/Moderate Cross-Categorical Disabilities (Kindergarten – Grade 12) subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements:

(A) Professional Requirements. A minimum of sixty (60) semester hours of professional preparation. Competency must be demonstrated to the satisfaction of the educator preparation institution for each topic listed—

1. Content Planning and Delivery. Candidates are prepared with a deep knowledge of and understand the relationships among curriculum, instruction, and assessment—

A. Curriculum and Instructional Planning;

B. Instructional Strategies and Techniques in Content Area Specialty;

C. Assessment, Student Data, and Data-Based Decision-Making;

D. Strategies for Content Literacy;

E. Critical Thinking and Problem Solving;

F. English Language Learning; and

G. Evaluation of Abilities and Achievement (instruction in interpretation of individualized, formative, and summative assessments, eligibility procedures, and assessment to support evidence-based instruction);

H. Transition Processes, including Career Education or Career Readiness; and

2. Individual Student Needs. Candidates build a robust knowledge of learners and the learning environment—

A. Psychological Development of the Child and Adolescent;

B. Psychology/Education of the Exceptional Child;

C. Differentiated Learning;

D. Classroom Management;

E. Behavior Intervention Strategies;

F. Cultural Diversity;

G. Educational Psychology; and

H. Language Development of the Exceptional Child;

3. Schools and the Teaching Profession. Candidates fully understand the role of schools and schooling as well as the professional responsibilities of teachers, including a means of professional growth—

A. Consultation and Collaboration;

B. Legal/Ethical Aspects of Teaching;

C. Tiered Systems for Supporting Instruction and Behavior;

D. Families as Educational Partners;

E. Family Engagement;

F. Linking Families with Resources;

and  
G. Individualized Education Plans and the Special Education Process;

4. Teaching and Learning Strategies—

A. Literacy (three (3) courses required, minimum total of nine (9) semester hours). To include coursework in reading and writing, and to include instructional interventions for students with reading deficits;

B. Children’s Literature;

C. Language Arts;

D. Science;

E. Social Science;

F. Instructional and Assistive Technology; and

G. Mathematics (two (2) courses required, minimum of six (6) total semester hours) to include instructional interventions for students with mathematics deficits; and

(B) Field and Clinical Experiences (minimum requirement of ten (10) semester hours). Field and clinical experiences should be appropriate to the progress of the student through the program and should be supervised through a close-partnership of highly-qualified professionals in appropriate school settings. Such field and clinical experiences



shall include experiences at both the elementary and the secondary level.

1. Early Field Experiences (one (1) semester hour with a minimum of thirty (30) clock hours). This limited field experience includes placements in which candidates observe students, support teachers, and respond to specific class assignments. The candidate may work with students individually and/or in small groups as requested and under the supervision of the classroom teacher.

2. Mid-Level Experiences (one (1) semester hour with a minimum of forty-five (45) clock hours). The mid-level experience occurs between the initial placement and the culminating clinical experiences. At the mid-level, candidates continue to observe; respond to specific class assignments; and work with students individually, in small groups, and in whole class settings as requested and under the supervision of the classroom teacher.

3. Culminating Clinical Experiences (eight (8) semester hours with a minimum of twelve (12) weeks in one (1) placement). The culminating experience refers to placements typically in the final sequence leading up to and including student teaching. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time.

(6) An applicant for a Missouri certificate to teach students with Severe Developmental Disabilities (Grades K-12) who possesses a baccalaureate degree in Special Education from a college or university having an educator preparation program approved by the department or from a college or university having an educator preparation program approved by the state agency in states other than Missouri may be granted an initial Missouri certificate of license to teach students with Severe Developmental Disabilities subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements:

(A) Professional Requirements. A minimum of sixty (60) semester hours of professional preparation. Competency must be demonstrated to the satisfaction of the educator preparation institution for each topic listed—

1. Content Planning and Delivery. Candidates are prepared with a deep knowledge of and understand the relationships among curriculum, instruction, and assessment—

A. Curriculum and Instructional Planning;

B. Instructional Strategies and Techniques in Content Area Specialty;

C. Assessment, Student Data, and Data-Based Decision-Making;

D. Strategies for Content Literacy;

E. Critical Thinking and Problem Solving;

F. English Language Learning;

G. Evaluation of Abilities and Achievement (instruction in interpretation of individualized, formative, and summative assessments, eligibility procedures, and assessment to support evidence-based instruction);

H. Transition Processes, including Career Education or Career Readiness; and

2. Individual Student Needs. Candidates build a robust knowledge of learners and the learning environment—

A. Psychological Development of the Child and Adolescent;

B. Psychology/Education of the Exceptional Child;

C. Differentiated Learning;

D. Classroom Management;

E. Behavior Intervention Strategies;

F. Cultural Diversity;

G. Educational Psychology;

H. Physical and Psychological Considerations of the Developmentally Disabled;

I. Language Development of the Exceptional Child;

J. Adaptive, Self-Help, and Mobility Skills;

K. Managing Physical and Health Problems;

L. Alternative and Augmentative Communication Skills; and

M. Alternative and Functional Skills Assessment;

3. Schools and the Teaching Profession. Candidates fully understand the role of schools and schooling as well as the professional responsibilities of teachers, including a means of professional growth—

A. Consultation and Collaboration;

B. Legal/Ethical Aspects of Teaching;

C. Tiered Systems for Supporting Instruction and Behavior;

D. Families as Educational Partners;

E. Family Engagement;

F. Linking Families with Resources;

G. Individualized Education Plans and the Special Education Process;

4. Teaching and Learning Strategies—

A. Literacy (three (3) courses required, minimum total of nine (9) semester hours) to include coursework in reading and

writing, and to include instructional interventions for students with reading deficits;

B. Children's Literature;

C. Language Arts;

D. Science;

E. Social Science;

F. Instructional and Assistive Technology; and

G. Mathematics (two (2) courses required, minimum of six (6) total semester hours) to include instructional interventions for students with mathematics deficits; and

(B) Field and Clinical Experiences (minimum requirement of ten (10) semester hours). Field and clinical experiences should be appropriate to the progress of the student through the program and should be supervised through a close-partnership of highly-qualified professionals in appropriate school settings.

1. Early Field Experiences (one (1) semester hour with a minimum of thirty (30) clock hours). This limited field experience includes placements in which candidates observe students, support teachers, and respond to specific class assignments. The candidate may work with students individually and/or in small groups as requested and under the supervision of the classroom teacher.

2. Mid-Level Experiences (one (1) semester hour with a minimum of forty-five (45) clock hours). The mid-level experience occurs between the initial placement and the culminating clinical experiences. At the mid-level, candidates continue to observe; respond to specific class assignments; and work with students individually, in small groups, and in whole class settings as requested and under the supervision of the classroom teacher.

3. Culminating Clinical Experiences (eight (8) semester hours with a minimum of twelve (12) weeks in one (1) placement). The culminating experience refers to placements typically in the final sequence leading up to and including student teaching. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time.

(7) An applicant for a Missouri certificate to teach students with Severe Developmental Disabilities (Grades K-12) who possesses a baccalaureate degree in Special Education from a college or university having an educator preparation program approved by the department or from a college or university having an educator preparation program



approved by the state agency in states other than Missouri may be granted an initial Missouri certificate of license to teach students with Severe Developmental Disabilities subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements:

(A) Professional Requirements. A minimum of sixty (60) semester hours of professional preparation. Competency must be demonstrated to the satisfaction of the educator preparation institution for each topic listed—

1. Content Planning and Delivery. Candidates are prepared with a deep knowledge of and understand the relationships between curriculum, instruction, and assessment—

- A. Curriculum and Instructional Planning;
- B. Instructional Strategies and Techniques in Content Area Specialty;
- C. Assessment and Student Data;
- D. Strategies for Content Literacy;
- E. Critical Thinking and Problem Solving;
- F. English Language Learning;
- G. Evaluation of Abilities and Achievement (instruction in interpretation of individualized intelligence tests, formal and informal diagnostic procedures, and in perspective instruction); and

H. Career Education or Career Readiness;

2. Individual Student Needs. Candidates build a robust knowledge of learners and the learning environment—

- A. Psychological Development of the Child and Adolescent;
- B. Psychology/Education of the Exceptional Child;
- C. Differentiated Learning;
- D. Classroom Management;
- E. Behavior Management;
- F. Cultural Diversity;
- G. Physical and Psychological Considerations of the Developmentally Disabled;
- H. Language Development of the Exceptional Child;
- I. Perceptual Motor Training;
- J. Managing Physical and Health Problems;
- K. Non-Verbal Communication Skills;

L. Functional Skills Measurement;

3. Schools and the Teaching Profession. Candidates fully understand the role of schools and schooling as well as the professional responsibilities of teachers, including a means of professional growth—

A. Consultation and Collaboration; and

B. Legal/Ethical Aspects of Teaching;

4. Teaching and Learning Strategies (minimum requirement of twenty-eight (28) semester hours)—

A. Elementary Literacy (three (3) courses required, minimum total of nine (9) semester hours) to include coursework in reading and writing, and to include instructional interventions for students with reading deficits;

- B. Children’s Literature;
- C. Language Arts;
- D. Science;
- E. Social Science to include Geography and Economics;
- F. Art;
- G. Music;
- H. Adapted Physical Education;
- I. Technology in Education; and

J. Mathematics (two (2) courses required, minimum of six (6) total semester hours) to include instructional interventions for students with mathematics deficits; and

5. Field and Clinical Experiences (ten (10) semester hours). Field and clinical experiences should be appropriate to the progress of the candidate through the program and should be supervised through a close partnership of highly-qualified professionals in appropriate school settings—

A. Early and Mid-Level Field Experiences (two (2) semester hours). This field experience must be in a regular classroom setting prior to the culminating field experience—

(I) Persons certificated in Behaviorally Disordered, Mentally Handicapped, Physical and Other Health Impairments, or Learning Disabled may meet this clinical experiences requirement by the satisfactory completion of at least three (3) semester hours of Practicum with Deaf and Hearing Impaired students;

B. Culminating Clinical Experience (eight (8) semester hours with a minimum of twelve (12) weeks in one (1) placement). The experience refers to placements typically in the final sequence leading up to and including student teaching. Candidates actively participate and complete regular assignments, work with students as requested, and under the supervision of the classroom teacher(s) and/or other specialists. The clinical experience must include opportunities to collaborate with other educators to support student learning. The following activities should be included:

(I) Teaching severely developmentally disabled students;

(II) Interpretation of individualized intelligence tests, formal and informal diagnostic procedures, and in prescriptive instruction; and

(III) Practical application of behavior management techniques.

(8) The requirements of this rule shall become effective August 1, 2017.

*AUTHORITY: sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2013.\* Original rule filed Oct. 29, 2013, effective May 30, 2014.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011, 2013; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011, 2013; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

**5 CSR 20-400.570 Certification Requirements for English Language Learners (Kindergarten – Grade 12)**

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the requirements for application for a certificate of license to teach English Language Learners.*

(1) An applicant for a Missouri certificate of license to teach English Language Learners (ELL) who possesses good moral character may be granted an initial Missouri certificate of license to teach ELL subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to ELL:

(A) General Requirements—

1. A valid Missouri permanent or professional certificate of license to teach.

(B) Professional Requirements—

1. Psychology/Education of the Exceptional Child, including the gifted, three (3) semester hours;

2. Literacy (minimum of six (6) semester hours) to include coursework in methods of teaching reading and writing, and to include instructional interventions for students with reading deficits; and

3. The applicant must achieve a score equal to or in excess of the qualifying score on the required exit assessment(s) as defined in 5 CSR 20-400.310 and 5 CSR 20-400.440. The official score shall be submitted to the Missouri Department of Elementary and Secondary Education (department).



(C) Content Knowledge for Teaching (minimum requirement of eighteen (18) semester hours)—

1. Linguistics and English Linguistics;
2. Language and Culture or Sociolinguistics;
3. Second Language Acquisition;
4. Instructional Techniques for Teaching English Language Learners;
5. Curriculum for Teaching English Language Learners; and
6. Assessment Strategies for English Language Learners.

(D) Field and Clinical Experiences (three (3) semester hours)—

1. Culminating Clinical Experience. A supervised clinical experience in which the candidates acquire experience in planning for and working with ELL students in various instructional settings in both elementary and secondary schools. The clinical experience should include collaborating with other educators to support student learning.

(2) The requirements of this rule shall become effective August 1, 2017.

*AUTHORITY: sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2013.\* Original rule filed Oct. 29, 2013, effective May 30, 2014.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011, 2013; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011, 2013; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

### 5 CSR 20-400.580 Certification Requirements for Gifted Education (Kindergarten – Grade 12)

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the requirements for application for a certificate of license to teach Gifted Education.*

(1) An applicant for a Missouri certificate of license to teach Gifted Education who possesses good moral character may be granted an initial Missouri certificate of license to teach Gifted Education subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to Gifted Education:

(A) General Requirements—

1. A valid Missouri permanent or professional certificate of license to teach;
2. Two (2) years of classroom teaching experience; and
3. The applicant must achieve a score equal to or in excess of the qualifying score on the required exit assessment(s) as defined in 5 CSR 20-400.310 and 5 CSR 20-400.440. The official score shall be submitted to the Missouri Department of Elementary and Secondary Education (department);

(B) Professional Requirements—

1. Psychology/Education of the Exceptional Child, including the gifted (minimum of two (2) semester hours);

(C) Content Knowledge for Teaching—

1. A Survey of Gifted and Talented Education;
2. Programming Planning and Development: An Understanding of Administration and Supervision of Gifted Programs;
3. Screening, Assessing, and Evaluating Gifted Students;
4. Curriculum and Instruction for the Gifted;
5. Meeting the Affective Needs of Gifted Students; and
6. A minimum of one (1) graduate course in research procedures; and

(D) A graduate course in research procedures (a minimum of three (3) semester hours)—

1. Culminating Clinical Experience. A supervised clinical experience in which candidates acquire experience in planning for and working with gifted students in various instructional settings in both elementary and secondary schools. The clinical experience should include collaboration with other educators to support student learning.

(2) The requirements of this rule shall become effective August 1, 2017.

*AUTHORITY: sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2013.\* Original rule filed Oct. 29, 2013, effective May 30, 2014.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011, 2013; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011, 2013; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

### 5 CSR 20-400.590 Certification Requirements for Elementary Mathematics Specialist (Grades 1 – 6)

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the requirements for application for a certificate of license to serve as Mathematics Specialist.*

(1) An applicant for a Missouri certificate of license to serve as an Elementary Mathematics Specialist who possesses good moral character may be granted an initial Missouri certificate of license to serve as an Elementary Mathematics Specialist subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to certificates of license for Elementary Mathematics Specialists:

(A) General Requirements—

1. A valid Missouri permanent or professional certificate of license to teach;
2. Two (2) years of successful mathematics teaching experience;
3. A recommendation from the designated certification official from an educator preparation program approved by the Missouri Department of Elementary and Secondary Education (department); and

4. The applicant must achieve a score equal to or in excess of the qualifying score on the required exit assessment(s) as defined in 5 CSR 20-400.310 and 5 CSR 20-400.440. The official score shall be submitted to the department;

(B) Professional Requirements (minimum of twenty-four (24) semester hours beyond initial certification)—

1. Mathematical Content Knowledge—

A. Mathematics Knowledge—concepts, structures, skills, and processes of school mathematics from an advanced perspective including number/operation; geometry/measurement; algebra; probability and statistics; and

B. Specialized Mathematics Knowledge of Teaching—mathematics that relates to helping students understand school mathematics, often referred to as Mathematics Knowledge for Teaching (MKT);

2. Pedagogical Content Knowledge (PCK) for Mathematics—

A. Understanding of how students and adults learn mathematics;

B. Effective teaching strategies for supporting mathematics learning;

C. Curriculum trajectories, materials, standards, and methods for aligning curriculum systems; and

D. Evaluation of mathematical abilities and achievement including formal and





informal diagnostic procedures and in prescriptive instruction;

3. Foundations of Leadership—

A. Effective communication strategies within and outside school;

B. Professional development expertise ability to plan, develop, implement, and evaluate learning environments for educators;

C. Ability to establish and nurture professional communities of learners—students, parents, and educators; and

D. Informed about and contribute to policy and professional organization work related to teaching and learning mathematics; and

4. Field and Clinical Experiences (three (3) semester hours)—

A. Culminating Clinical Experience. A supervised clinical placement in which candidates acquire experience working with a full range of students and educators in various professional development settings.

(2) The requirements of this rule shall become effective August 1, 2017.

*AUTHORITY: sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2013.\* Original rule filed Oct. 29, 2013, effective May 30, 2014.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011, 2013; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011, 2013; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

**5 CSR 20-400.600 Certification Requirements for Special Reading (Kindergarten – Grade 12)**

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the requirements for application for a certificate of license to teach Special Reading.*

(1) An applicant for a Missouri certificate of license to teach Special Reading who possesses good moral character may be granted an initial Missouri certificate of license to teach Special Reading subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to Special Reading:

(A) General Requirements—

1. A valid Missouri permanent or professional certificate of license to teach;

2. Two (2) years of classroom teaching experience;

3. The applicant must achieve a score equal to or in excess of the qualifying score on the required exit assessment(s) as defined in 5 CSR 20-400.310 and 5 CSR 20-400.440. The official score shall be submitted to the Missouri Department of Elementary and Secondary Education (department); and

4. A recommendation from the designated certification official from an educator preparation program approved by the department;

(B) Professional Requirements—

1. Child Psychology (requirement may be met upon completion of at least three (3) semester hours of combined course, Child and Adolescent Psychology);

2. Adolescent Psychology (requirement may be met upon completion of at least three (3) semester hours of combined course, Child and Adolescent Psychology);

3. Psychology/Education of the Exceptional Child (including the Gifted); and

4. Evaluation of Abilities and Achievement (instruction in interpretation of individualized, formative, and summative assessments, eligibility procedures, and assessment to support evidence-based instruction);

(C) Content Knowledge for Teaching (a minimum of eighteen (18) semester hours)—

1. Reading (minimum of twelve (12) semester hours with at least two (2) courses at the graduate level courses required; one (1) of these courses shall be in Analysis and Correction of Reading Disabilities);

2. Language Acquisition and Development or Language Development of the Exceptional Child;

3. Behavior Intervention Strategies; and

4. Counseling Techniques (to include communication skills with exceptional children and families of exceptional children); and

(D) Field and Clinical Experiences Culminating Clinical Experiences (six (6) semester hours)—

1. Culminating Clinical Experience. A supervised clinical experience in which candidates acquire experience in planning for and working with students experiencing reading difficulties. The experience must include various instructional settings in both elementary and secondary schools. The clinical experience should require demonstrated competency in the diagnosis and remediation of reading and related difficulties. Candidates must demonstrate proficiency in establishing an environment that promotes learning. The

clinical experience should include collaborating with other educators to support learning.

(2) The requirements of this rule shall become effective August 1, 2017.

*AUTHORITY: sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2013.\* Original rule filed Oct. 29, 2013, effective May 30, 2014.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011, 2013; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011, 2013; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

**5 CSR 20-400.610 Certification Requirements for Initial Administrator Certificate**

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the requirements for application for each of the various areas of certification within the Initial Administrator Certificate.*

(1) An applicant for a Missouri Initial Administrator Certificate (Career Education Director, Secondary/Adult) who possesses good moral character may be granted an Initial Administrator Certificate (Career Education Director, Secondary/Adult) subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to Career Education Directors (Secondary/Adult):

(A) Professional Requirements. An Initial Administrator Certificate (Career Education Director, Secondary/Adult) valid for a period of four (4) years from the effective date on the certificate, will be issued to applicants meeting the following requirements:

1. A permanent, professional, or career education Missouri certificate of license to teach;

2. A minimum of two (2) years career education or secondary/adult subject area teaching experience approved by the Missouri Department of Elementary and Secondary Education (department);

3. The applicant must achieve a score equal to or in excess of the qualifying score on the required exit assessment(s) as defined in 5 CSR 20-400.310 and 5 CSR 20-400.440. The official score shall be submitted to the department;



4. Completion of a course in Psychology/Education of the Exceptional Child;

5. Completion of a master's degree in educational leadership from a college or university or the equivalent thereof from another educational leadership program meeting approval of the department; and

6. Recommendation for certification from the designated official of a college or university or other educational leadership program approved by the department. This recommendation shall be based upon the completion of a planned program for preparation of elementary principals which includes at least twenty-four (24) semester hours of approved graduate credit, or an equivalent thereof which is approved by the department, in education courses focused upon administration and supervision of the elementary school. The approved graduate credit shall include:

A. Specific courses (must be separate graduate courses of at least two (2) semester hours)—

(I) Foundations of Educational Administration, including components of Career and Special Education;

(II) Career Education Administration (including Adult Education);

(III) Career Education Curriculum;

(IV) School Supervision; and

(V) School Law;

B. Knowledge and/or competency in each of the following areas:

(I) Vision, Mission, and Goals—

(a) Developing and articulating a vision; and

(b) Implementing and stewarding a vision;

(II) Teaching and Learning—

(a) Promoting a positive school culture;

(b) Providing an effective instructional program;

(c) Designing comprehensive professional growth plans; and

(d) Data and assessment;

(III) Management of Organizational Systems—

(a) Managing the organizational structure;

(b) Leading personnel;

(c) Managing resources; and

(d) Processes of effective evaluation of educators;

(IV) Collaboration with Families and Stakeholders—

(a) Collaborating with families and other community members;

(b) Responding to community interests and needs; and

(c) Mobilizing community resources;

(V) Ethics and Integrity—

(a) Personal and professional responsibilities; and

(VI) Professional Development—

(a) Increase knowledge and skills based on best practices;

(B) Clinical Experiences (three (3) semester hours with a minimum of three hundred (300) clock hours)—

1. Early Field Experience. The initial internship in career education administration includes placements in which interns have the opportunity to observe the importance and implementation of a school's vision, mission, and goals; focus on teaching and student learning; effective management of organizational systems; importance of collaborating with families and stakeholders; maintaining ethical standards and integrity; and the role of continuous improvement through professional development. The intern may work with students, faculty, staff, and stakeholders as requested and under the supervision of the on-site supervisor.

2. Culminating Clinical Experience. The final internship in career education administration builds upon the earlier field experience and provides the intern an opportunity to lead and direct specific activities. Interns are active participants completing required assignments and as requested working with students, faculty, staff, and stakeholders while under the supervision of the on-site and preparation program supervisors.

(2) An applicant for a Missouri Initial Administrator Certificate (Elementary Principal, Grades K-8) who possesses good moral character may be granted an Initial Administrator Certificate (Elementary Principal, Grades K-8) subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to Elementary Principals (Grades K-8):

(A) Professional Requirements. An Initial Administrator Certificate (Elementary Principal, Grades K-8), valid for a period of four (4) years from the effective date on the certificate, will be issued to applicants meeting the following requirements:

1. A permanent, professional, or career education Missouri certificate of license to teach;

2. A minimum of two (2) years of successful teaching experience approved by the department;

3. The applicant must achieve a score equal to or in excess of the qualifying score on the required exit assessment(s) as defined

in 5 CSR 20-400.310 and 5 CSR 20-400.440. The official score shall be submitted to the department;

4. Completion of a course in Psychology/Education of the Exceptional Child;

5. Completion of a master's degree in educational leadership from a college or university or the equivalent thereof from another educational leadership program meeting approval of the department;

6. Recommendation for certification from the designated official of a college or university or other educational leadership program approved by the department. This recommendation shall be based upon the completion of a planned program for preparation of secondary principals which includes at least twenty-four (24) semester hours of approved graduate credit, or an equivalent thereof which is approved by the department, in education courses focused upon administration and supervision of the secondary school. The approved graduate credit shall include:

A. Specific courses (must be separate graduate courses of at least two (2) semester hours)—

(I) Foundations of Educational Administration, including components of Career and Special Education;

(II) Elementary Administration;

(III) Elementary Curriculum;

(IV) School Supervision; and

(V) School Law;

B. Knowledge and/or competency in each of the following areas:

(I) Vision, Mission, and Goals—

(a) Developing and articulating a vision; and

(b) Implementing and stewarding a vision;

(II) Teaching and Learning—

(a) Promoting a positive school culture;

(b) Providing an effective instructional program;

(c) Designing comprehensive professional growth plans; and

(d) Data and assessment;

(III) Management of Organizational Systems—

(a) Managing the organizational structure;

(b) Leading personnel;

(c) Managing resources; and

(d) Processes of effective evaluation of educators;

(IV) Collaboration with Families and Stakeholders—

(a) Collaborating with families and other community members;



(b) Responding to community interests and needs; and

(c) Mobilizing community resources;

(V) Ethics and Integrity—

(a) Personal and professional responsibilities; and

(VI) Professional Development—

(a) Increase knowledge and skills based on best practices.

(B) Field and Clinical Experiences (three (3) semester hours with a minimum of three hundred (300) clock hours)—

1. Early Field Experience. The initial internship in elementary school administration includes placements in which interns have the opportunity to observe the importance and implementation of a school's vision, mission, and goals; focus on teaching and student learning; effective management of organizational systems; importance of collaborating with families and stakeholders; maintaining ethical standards and integrity; and the role of continuous improvement through professional development. The intern may work with students, faculty, staff, and stakeholders as requested and under the supervision of the on-site supervisor.

2. Culminating Clinical Experience: The final internship in elementary school administration builds upon the earlier field experience and provides the intern an opportunity to lead and direct specific activities. Interns are active participants completing required assignments and as requested working with students, faculty, staff, and stakeholders while under the supervision of the on-site and preparation program supervisors.

(3) An applicant for a Missouri Initial Administrator Certificate (Middle School Principal, Grades 5-9) who possesses good moral character may be granted an Initial Administrator Certificate (Middle School Principal, Grades 5-9) subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to Middle School Principals (Grades 5-9):

(A) Professional Requirements. An Initial Administrator Certificate (Middle School Principal, Grades 5-9), valid for a period of four (4) years from the effective date on the certificate, will be issued to applicants meeting the following requirements:

1. Professional Requirements. An Initial Administrator Certificate (middle school principal), valid for a period of four (4) years from the effective date on the certificate, will be issued to applicants meeting the following requirements:

A. The applicant shall hold a valid Missouri professional elementary or secondary, initial, transition, or career, principal's certificate;

B. The applicant shall have a recommendation for certification as a middle school principal from the designated official of the college or university or other educational leadership program approved to train principals by the department. The recommendation shall be based upon the completion of the planned program;

C. The applicant shall have earned undergraduate or graduate credit as follows:

(I) Methods of Teaching Reading (minimum of five (5) semester hours to include one (1) course in Techniques of Teaching Reading in the Content Fields); and

(II) Methods of Teaching Elementary Mathematics (minimum of two (2) semester hours); and

D. The applicant shall have completed a planned program of at least six (6) semester hours in education courses, or an equivalent thereof which is approved by the department, focusing on: middle school philosophy, organization, and curriculum; and the intellectual, physiological, emotional, and social development of the transcendent child (ten (10)-fourteen (14) year-old).

(4) An applicant for a Missouri Initial Administrator Certificate (Secondary Principal, Grades 7-12) who possesses good moral character may be granted an Initial Administrator Certificate (Secondary Principal, Grades 7-12) subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to Secondary Principals (Grades 7-12):

(A) Professional Requirements. An Initial Administrator Certificate (Secondary Principal, Grades 7-12), valid for a period of four (4) years from the effective date on the certificate, will be issued to applicants meeting the following requirements:

1. A permanent or professional Missouri certificate of license to teach;

2. A minimum of two (2) years of successful teaching experience approved by the department;

3. The applicant must achieve a score equal to or in excess of the qualifying score on the required exit assessment(s) as defined in 5 CSR 20-400.310 and 5 CSR 20-400.440. The official score shall be submitted to the department;

4. Completion of a course in Psychology/Education of the Exceptional Child;

5. Completion of a master's degree in educational leadership from a college or uni-

versity or the equivalent thereof from another educational leadership program meeting approval of the department;

6. Recommendation for certification from the designated official of a college or university or other educational leadership program approved by the department. This recommendation shall be based upon the completion of a planned program for preparation of secondary principals which includes at least twenty-four (24) semester hours of approved graduate credit, or an equivalent thereof which is approved by the department, in education courses focused upon administration and supervision of the secondary school. The approved graduate credit shall include:

A. Specific courses (must be separate graduate courses of at least two (2) semester hours)—

(I) Foundations of Educational Administration, including components of Career and Special Education;

(II) Secondary Administration;

(III) Secondary Curriculum;

(IV) School Supervision; and

(V) School Law;

B. Knowledge and/or competency in each of the following areas—

(I) Vision, Mission, and Goals—

(a) Developing and articulating a vision; and

(b) Implementing and stewarding a vision;

(II) Teaching and Learning—

(a) Promoting a positive school culture;

(b) Providing an effective instructional program;

(c) Designing comprehensive professional growth plans; and

(d) Data and assessment;

(III) Management of Organizational Systems—

(a) Managing the organizational structure;

(b) Leading personnel;

(c) Managing resources; and

(d) Processes of effective evaluation of educators;

(IV) Collaboration with Families and Stakeholders—

(a) Collaborating with families and other community members;

(b) Responding to community interests and needs; and

(c) Mobilizing community resources;

(V) Ethics and Integrity—

(a) Personal and professional responsibilities; and

(VI) Professional Development—



(a) Increase knowledge and skills based on best practices;

(B) Field and Clinical Experiences (three (3) semester hours with a minimum of three hundred (300) clock hours)—

1. Early Field Experience. The initial internship in secondary school administration includes placements in which interns have the opportunity to observe the importance and implementation of a school's vision, mission, and goals; focus on teaching and student learning; effective management of organizational systems; importance of collaborating with families and stakeholders; maintaining ethical standards and integrity; and the role of continuous improvement through professional development. The intern may work with students, faculty, staff, and stakeholders as requested and under the supervision of the on-site supervisor.

2. Culminating Clinical Experience. The final internship in secondary school administration builds upon the earlier field experience and provides the intern an opportunity to lead and direct specific activities. Interns are active participants completing required assignments and as requested working with students, faculty, staff, and stakeholders while under the supervision of the on-site and preparation program supervisors.

(5) An applicant for a Missouri Initial Administrator Certificate (Special Education Director, Kindergarten – Grade 12) who possesses good moral character may be granted an Initial Administrator Certificate (Special Education Director, Kindergarten – Grade 12) subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to Special Education Directors:

(A) Professional Requirements. An Initial Administrator Certificate (Special Education Director) valid for a period of four (4) years from the effective date on the certificate will be issued to applicants meeting the following requirements:

1. A permanent or professional certificate of license to teach in an area of special education or student services;

2. A minimum of two (2) years special education or student services experience approved by the department;

3. The applicant must achieve a score equal to or in excess of the qualifying score on the required exit assessment(s) as defined in 5 CSR 20-400.310 and 5 CSR 20-400.440. The official score shall be submitted to the department;

4. Completion of a course in Psychology/Education of the Exceptional Child;

5. Completion of a master's degree in educational leadership from a college or university or the equivalent thereof from another educational leadership program meeting approval of the department;

6. Recommendation for certification from the designated official of a college or university or other education leadership program approved by the department. This recommendation shall be based upon the completion of a planned program for preparation of educational leaders which includes at least twenty-four (24) semester hours of approved graduate credit, or another equivalent thereof which is approved by the department, in education courses focused upon Special Education administration. The approved graduate credit shall include:

A. Specific courses (must be separate graduate courses of at least two (2) semester hours)—

(I) Foundations of Educational Administration, including components of Career and Special Education;

(II) Special Education Administration;

(III) Differentiating Instruction in the General Education Curriculum;

(IV) School Supervision; and

(V) School Law, to include Special Education Law;

B. Knowledge and/or competency in each of the following areas—

(I) Vision, Mission, and Goals—

(a) Developing and articulating a vision; and

(b) Implementing and stewarding a vision;

(II) Teaching and Learning—

(a) Promoting a positive school culture;

(b) Providing an effective instructional program;

(c) Designing comprehensive professional growth plans; and

(d) Data and assessment;

(III) Management of Organizational Systems—

(a) Managing the organizational structure;

(b) Leading personnel;

(c) Managing resources; and

(d) Processes of effective evaluation of educators;

(IV) Collaboration with Families and Stakeholders—

(a) Collaborating with families and other community members;

(b) Responding to community interests and needs; and

(c) Mobilizing community resources;

(V) Ethics and Integrity—

(a) Personal and professional responsibilities; and

(VI) Professional Development—

(a) Increase knowledge and skills based on best practices;

(B) Field and Clinical Experiences (three (3) semester hours with a minimum of three hundred (300) clock hours)—

1. Early Field Experience. The initial internship in special education administration includes placements in which interns have the opportunity to observe the importance and implementation of a school's vision, mission, and goals; focus on teaching and student learning; effective management of organizational systems; importance of collaborating with families and stakeholders; maintaining ethical standards and integrity; and the role of continuous improvement through professional development. The intern may work with students, faculty, staff, and stakeholders as requested and under the supervision of the on-site supervisor.

2. Culminating Clinical Experience. The final internship in special education administration builds upon the earlier field experience and provides the intern an opportunity to lead and direct specific activities. Interns are active participants completing required assignments and as requested working with students, faculty, staff, and stakeholders while under the supervision of the on-site and preparation program supervisors.

(6) An applicant for a Missouri Initial Administrator Certificate (Superintendent, Kindergarten – Grade 12) who possesses good moral character may be granted an Initial Administrator Certificate (Superintendent, Kindergarten – Grade 12) subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to Superintendents:

(A) Professional Requirements. An Initial Administrator certificate, valid for a period of four (4) years from the date of issuance, will be issued to applicants meeting the following requirements:

1. A permanent or professional Missouri certificate of license to teach;

2. A minimum of three (3) years of experience as a building- or district-level administrator at a public or accredited non-public school;

3. The applicant must achieve a score equal to or in excess of the qualifying score on the required exit assessment(s) as defined in 5 CSR 20-400.310 and 5 CSR 20-400.440. The official score shall be submitted to the department;



4. Completion of a course in Psychology/Education of the Exceptional Child;

5. Completion of an educational specialist or advanced degree program in educational leadership and recommendation from the designated official of a college or university or other education leadership program approved by the department, which shall include:

A. Specific courses (must be separate graduate courses of at least two (2) semester hours)—

(I) Foundations of Educational Administration, including components of Career and Special Education;

(II) School Supervision; and

(III) School Law;

B. Knowledge and/or competency in each of the following areas:

(I) Vision, Mission, and Goals—

(a) Developing and articulating a vision; and

(b) Implementing and stewarding a vision;

(II) Teaching and Learning—

(a) Promoting positive school culture;

(b) Promoting effective instructional programs;

(c) Ensuring comprehensive professional growth plans; and

(d) Data and assessment;

(III) Management of Organizational Systems—

(a) Managing the organizational structure;

(b) Leading personnel;

(c) Managing resources; and

(d) Processes of effective evaluation of educators;

(IV) Collaboration with Families and Stakeholders—

(a) Collaborating with families and other community members;

(b) Responding to community interests and needs; and

(c) Mobilizing community resources;

(V) Ethics and Integrity—

(a) Personal and professional responsibilities;

(VI) The Education System—

(a) Understanding the larger context;

(b) Responding to the larger context; and

(c) Influencing the larger context;

(VII) Professional Development—

(a) Increasing knowledge and skills based on best practices; and

C. Directed field experiences in superintendency of at least three (3) semester hours.

(7) The requirements of this rule shall become effective August 1, 2017.

*AUTHORITY: sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2013.\* Original rule filed Oct. 29, 2013, effective May 30, 2014.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011, 2013; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011, 2013; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

**5 CSR 20-400.620 Certification Requirements for Transition Administrator Certificate**

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the requirements for application for each of the various areas of certification within the Transition Administrator Certificate.*

(1) An applicant for a Missouri Transition Administrator Certificate who possesses good moral character may be granted a Transition Administrator Certificate subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to Transition Administrator Certificates:

(A) The Transition Administrator Certificate, valid for a period of six (6) years from the effective date on the certificate, will be issued upon completion and verification of the following:

1. For applicants seeking a Transition Administrator Certificate for either Career Education Director (Secondary/Adult); Elementary Principal (Grades K-8); Middle School Principal (Grades 5-9); Secondary Principal (Grades 7-12); or Special Education Director (Grades K-12)—

A. Four (4) years of administrator experience approved by the Missouri Department of Elementary and Secondary Education (department);

B. Participation in two (2) years of district-provided mentoring (during the first two (2) years of administrator experience);

C. The development, implementation, and completion of a professional development plan of at least one hundred twenty (120) contact hours of professional development based on standards and quality indicators as required by the State Board of Education (board), or eight (8) semester hours of graduate credit toward an advanced degree in educational leadership, reading/literacy, or curriculum/instruction, or a combination of credits/professional development; and

D. Successful participation in an annual performance-based principal's evaluation.

(2) The requirements of this rule shall become effective August 1, 2017.

*AUTHORITY: sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2013.\* Original rule filed Oct. 29, 2013, effective May 30, 2014.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011, 2013; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011, 2013; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

**5 CSR 20-400.630 Certification Requirements for Career Continuous Administrator Certificate**

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the requirements for application for each of the various areas of certification within the Career Continuous Administrator Certificate.*

(1) An applicant for a Missouri Career Continuous Administrator Certificate who possesses good moral character may be granted a Career Continuous Administrator Certificate subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to Career Continuous Administrator Certificates:

(A) The Career Continuous Administrator Certificate for either Career Education Director (Secondary/Adult); Elementary Principal (Grades K-8); Middle School Principal (Grades 5-9); Secondary Principal (Grades 7-12); or Special Education Director (Grades K-12) will be issued upon completion and verification of the following:



1. Completion of an educational specialist degree or higher, or the equivalent thereof, from a college or university or another educational leadership program meeting the approval of the department. Such degree, or the equivalent thereof, must be in educational leadership, reading/literacy, or curriculum/instruction;

2. Successful participation in an annual performance-based principal evaluation;

3. Participation in thirty (30) contact hours of professional development annually; and

4. Four (4) years of administrator experience approved by the Missouri Department of Elementary and Secondary Education (department);

(B) The holder of a Career Continuous Administrator Certificate for either Career Education Director (Secondary/Adult); Elementary Principal (Grades K-8); Middle School Principal (Grades 5-9); Secondary Principal (Grades 7-12); or Special Education Director (Grades K-12) is exempt from the thirty (30) contact hours of professional development if the holder has a local professional development plan in place with the school and meets at least two (2) of the following:

1. Ten (10) years of administrator experience approved by the department;

2. Completion of an educational specialist degree or higher, or the equivalent thereof, from a college or university or another educational leadership program meeting the approval of the department. Such degree, or the equivalent thereof, must be in educational leadership, reading/literacy, or curriculum/instruction; and/or

3. Certification from a nationally recognized professional administrator organization approved by the State Board of Education (board);

(C) The Career Continuous Administrator Certificate for applicants seeking a Career Continuous Administrator Certificate for Superintendent will be issued upon completion and verification of the following:

1. Four (4) years of district-level administrator experience approved by the department;

2. Participation in one (1) year of district-provided mentoring (during the first year of superintendent experience);

3. The development, implementation, and completion of a professional development plan of at least one hundred twenty (120) contact hours of professional development based on standards and quality indicators as required by the board, or eight (8) semester hours of graduate credit toward a doctorate degree in educational leadership, or a combi-

nation of credits/professional development; and

4. Successful participation in an annual performance-based evaluation;

(D) The Career Continuous Administrator Certificate for Superintendent will remain valid based upon verification by the employing school district that the certificate holder—

1. Participated in a performance-based evaluation; and

2. Completed thirty (30) contact hours of professional development, or two (2) semester hours of graduate credit toward a doctorate degree in educational leadership, or a combination of professional development and graduate credit each year; and

(E) The holder of a Career Continuous Administrator Certificate for Superintendent is exempt from the thirty (30) contact hours of annual professional development if the holder has a local professional development plan in place with the school and meets at least two (2) of the following:

1. Ten (10) years of administrator experience approved by the department;

2. A doctorate degree in educational leadership from a regionally accredited college or university; and/or

3. Certification from a nationally recognized professional administrator organization approved by the board.

(2) The requirements of this rule shall become effective August 1, 2017.

*AUTHORITY: sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2013.\* Original rule filed Oct. 29, 2013, effective May 30, 2014.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011, 2013; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011, 2013; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

#### **5 CSR 20-400.640 Certification Requirements for Initial Student Services Certificate**

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the requirements for application for each of the various areas of certification within the Initial Student Services Certificate.*

(1) An applicant for a Missouri Initial Student Services Certificate, valid for a period of four (4) years, may be granted an Initial Student Services Certificate subject to the certification requirements found in 5 CSR 20-400.500 and the following additional requirements:

(A) The Initial Student Services Certificate for Career Education Counselor, valid for a period of four (4) years from the effective date of the certificate, will be issued to those persons meeting the following requirements:

1. The applicant must have secured a Career Education Counselor position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification for the applicant;

2. The applicant must either—

A. Possess a bachelor's degree in education from an educator preparation program approved by the Missouri Department of Elementary and Secondary Education (department); or

B. Possess a permanent or professional or a career education certificate of license to teach; and

3. Completion of a minimum of a master's degree from an accredited institution in one (1) of the following areas: education, school counseling, counseling, rehabilitation counseling, vocational evaluation, counseling psychology, or a closely-related mental health discipline; and complete additional graduate coursework specific to school counseling, as designated by the recommending certification official approved by the department, including a supervised internship or field experience of at least three hundred (300) hours in an appropriate school setting;

(B) The Initial Student Services Certificate for Elementary Counselor (Grades K-8), valid for a period of four (4) years from the effective date of the certificate, will be issued to those persons meeting the following requirements:

1. Recommendation for certification from the designated official of a counselor preparation program approved by the department;

2. Completion of a course in Psychology/Education of the Exceptional Child; and

3. The applicant must possess either—

A. Completion of a master's degree with a major emphasis in guidance and counseling from a college or university meeting approval of the department based upon the completion of a planned program of at least forty-two (42) semester hours of approved graduate credit in courses in guidance and counseling with at least twelve (12) semester



hours focused upon guidance in the elementary schools—

(I) Knowledge and/or competency in each of the following areas:

- (a) Student Development—
  - I. Human Growth and Development;
  - II. Counseling Theories and Interventions;
  - III. Helping Relationships;
  - IV. Social and Cultural Diversity;
  - V. Appraisal of Student Growth and Achievement; and
  - VI. Career Development and Planning;

- (b) Program Implementation—
  - I. Structural Components;
  - II. Program Components;
  - III. Technology; and
  - IV. Program, Personnel, and Results Evaluation;

- (c) Professional Relationships—
  - I. Interpersonal Skills;
  - II. Collaboration;
  - III. Consultation Theories and Strategies; and

- (d) Leadership and Advocacy—
  - I. Personal Well-Being;
  - II. Leadership and Professionalism;

- (e) Ethical and Professional Conduct—
  - I. Ethical Standards;
  - II. Professional Standards;
  - III. District and School Policies; and

- (f) School and Community Involvement; and

(II) Field and Clinical Experience (three (3) semester hours minimum of three hundred (300) clock hours)—

(a) Culminating Clinical Experience. This refers to an elementary school placement(s) in which candidates actively participate and complete class assignments and work with students as requested while under the supervision of a counselor. The candidate should experience a wide range of class settings and have opportunities to collaborate with the supervising counselor, preparation program supervisors, and/or other stakeholders working to improve student learning;

B. A master’s degree or higher degree in education, school counseling, counseling, counseling psychology, rehabilitation counseling, or a closely-related mental health discipline; and completed additional graduate

coursework specific to school counseling, as designated by the recommending certification official approved by the department; along with the following:

(I) Possess a bachelor’s degree in education from a educator preparation program approved by the department; or

(II) Complete a curriculum in teaching methods and practices, classroom management, and the psychology of the exceptional child, as specified by the recommending certification officer of a program approved by the department; and

(III) Field and Clinical Experience (minimum of three hundred (300) clock hours)—

(a) Culminating Clinical Experience. This refers to an elementary school placement(s) in which candidates actively participate and complete class assignments and work with students as requested while under the supervision of a counselor. The candidate should experience a wide range of class settings and have opportunities to collaborate with the supervising counselor, preparation program supervisors, and/or other stakeholders working to improve student learning; and

4. Must achieve a score equal to or in excess of the qualifying score of any assessment(s) required by the State Board of Education (board). The official score report shall be submitted to the department;

(C) The Initial Student Services Certificate for Secondary Counselor (Grades 7-12), valid for a period of four (4) years from the effective date of the certificate, will be issued to those persons meeting the following requirements:

1. Recommendation for certification from the designated official of an approved counselor preparation program;

2. Completion of a course in Psychology/Education of the Exceptional Child; and

3. The applicant must possess either—

A. A master’s degree with a major emphasis in guidance and counseling from a college or university meeting approval of the department based upon the completion of a planned program of at least forty-two (42) semester hours of approved graduate credit in courses in guidance and counseling with at least twelve (12) semester hours focused upon guidance in secondary schools—

(I) Knowledge and/or competency in each of the following areas:

- (a) Student Development—
  - I. Human Growth and Development;
  - II. Counseling Theories and Interventions;
  - III. Helping Relationships;

IV. Social and Cultural Diversity;

V. Appraisal of Student Growth and Achievement; and

VI. Career Development and Planning;

(b) Program Implementation—
 

- I. Structural Components;
- II. Program Components;
- III. Technology; and
- IV. Program, Personnel, and Results Evaluation;

(c) Professional Relationships—
 

- I. Interpersonal Skills;
- II. Collaboration;
- III. Consultation Theories and Strategies; and

IV. School and Community Involvement;

(d) Leadership and Advocacy —
 

- I. Personal Well-Being;
- II. Leadership and Professionalism;

III. Student Advocacy;

IV. Program Leadership; and

V. School Climate and Culture;

(e) Ethical and Professional Conduct—
 

- I. Ethical Standards;
- II. Professional Standards;
- III. District and School Policies; and

IV. Legal Requirements; and

(II) Field and Clinical Experience (minimum of three hundred (300) clock hours)—

(a) Culminating Clinical Experience. This refers to a secondary school placement(s) in which candidates actively participate and complete class assignments and work with students as requested while under the supervision of a counselor. The candidate should experience a wide range of class settings and have opportunities to collaborate with the supervising counselor, preparation program supervisors, and/or other stakeholders working to improve student learning.

B. A master’s degree or higher degree in education, school counseling, counseling, counseling psychology, rehabilitation counseling, or a closely-related mental health discipline; and completed additional graduate coursework specific to school counseling, as designated by the recommending certification official approved by the department; along with the following:

(I) Possess a bachelor’s degree in education from a educator preparation program approved by the department; or

(II) Complete a curriculum in teaching methods and practices, classroom



management, and the psychology of the exceptional child, as specified by the recommending certification officer of a program approved by the department; and

(III) Field and Clinical Experience (minimum of three hundred (300) clock hours)—

(a) Culminating Clinical Experience. This refers to an elementary school placement(s) in which candidates actively participate and complete class assignments and work with students as requested while under the supervision of a counselor. The candidate should experience a wide range of class settings and have opportunities to collaborate with the supervising counselor, preparation program supervisors, and/or other stakeholders working to improve student learning;

4. Must achieve a score equal to or in excess of the qualifying score of any assessment(s) required by the board. The official score report shall be submitted to the department;

(D) The Initial Student Services Certificate for School Psychological Examiner (Kindergarten – Grade 12), valid for a period of four (4) years from the effective date of the certificate, will be issued to those persons meeting the following requirements:

1. The applicant shall hold a valid Missouri professional teaching certificate or student services certificate of license to teach as an elementary or secondary school counselor;

- A. Counseling Psychology;
- B. Educational Psychology;
- C. School Counseling; and
- D. Education;

2. Recommendation for certification from the designated official of an approved Psychological Examiner preparation program;

3. Completion of a course in Psychology/Education of the Exceptional Child; and

4. A minimum of twenty-four (24) semester hours of professional preparation at the graduate level with competencies demonstrated in all areas listed to the satisfaction of an approved preparation program—

A. Courses Areas—

(I) Psychological Development: Child, Adolescent, or Developmental Psychology;

(II) Psychology of Education;

(III) Statistical Methods;

(IV) Mental Hygiene or Psychology of Personality;

(V) Psychological Tests and Measures for the Analysis of Student Performance;

(VI) Individual Intelligence Tests;

and

(VII) Individual Diagnostic Assessment (other than the Wechsler Intelligence Scale for Children and the Stanford-Binet Intelligence Scale);

B. Competencies—

(I) Methods and/or Techniques of Interpretation of Tests;

(II) Analysis and Diagnosis of Learning Problems, including special consideration of low-incidence populations;

(III) Interpretation of Formal and Informal Diagnostic Assessments and their Application for Prescriptive Instruction;

(IV) Utilization of Knowledge of Classroom Environment, Psychological Principles, and Test Date to Plan for Management of Special Needs Children;

(V) Diagnostic Interviewing Techniques;

(VI) Process of Staffing with Other Professionals to Develop Instructional Strategies; and

(VII) Administration and Interpretation of the Wechsler Intelligence Scale for Children and the Stanford-Binet Intelligence Scale; and

C. Field and Clinical Experiences (minimum of one hundred fifty (150) clock hours)—

(I) Culminating Clinical Experience. This culminating clinical experience must be in an educational or clinical setting with children and youth of school and the administration and interpretation of individual intelligence tests, formal and informal diagnostic procedures, and the application of the information to develop instructional strategies;

(E) The Initial Student Services Certificate for School Psychologist, valid for a period of four (4) years from the effective date of the certificate, will be issued to those persons meeting the following requirements:

1. Completion of a specialist or higher degree with a major emphasis in school psychology from an approved School Psychologist preparation program;

2. Recommendation for certification from the designated official of a School Psychologist preparation program approved by the department;

3. A minimum of sixty (60) semester hours of professional preparation at the graduate level with competencies demonstrated in all areas listed to the satisfaction of an approved School Psychologist preparation program—

A. Psychological Foundations—

(I) Biological Bases of Behavior;

(II) Human Learning;

(III) Social and Cultural Bases of

Behavior;

(IV) Child and Adolescent Development;

(V) Individual Differences, including human exceptionalities; and

(VI) Developmental Psychology;

B. Educational Foundations—

(I) Instructional Design; and

(II) Organization and Operations of Schools;

C. Interventions/Problem Solving—

(I) Diverse Methods and Models of Assessment;

(II) Linked to Direct Interventions; and

(III) Linked to Indirect Interventions;

D. Statistics and Research Methodologies—

(I) Statistics;

(II) Research and Evaluation Methods; and

(III) Measurement; and

E. Professional School Psychology—

(I) History and Foundations of School Psychology;

(II) Legal and Ethical Issues;

(III) Professional Issues and Standards;

(IV) Alternative Models for Delivery of School Psychological Services;

(V) Emergent Technologies; and

(VI) Roles and Functions of the School Psychologist;

4. Competencies—

A. Data-Based Decision Making and Accountability. School psychologists have knowledge of varied models and methods of assessment and data collection methods for identifying strengths and needs, developing effective services and programs, and measuring progress and outcomes. As part of a systematic and comprehensive process of effective decision making and problem solving that permeates all aspects of service delivery, school psychologists demonstrate skills to use psychological and educational assessment, data collection strategies, and technology resources and apply results to design, implement, and evaluate response to services and programs;

B. Consultation and Collaboration. School psychologists have knowledge of varied models and strategies of consultation, collaboration, and communication applicable to individuals, families, groups, and systems and methods to promote effective implementation of services. As part of a systematic and comprehensive process of effective decision making and problem solving that permeates all aspects of service delivery, school psychologists demonstrate skills





to consult, collaborate, and communicate effectively with others;

C. Interventions and Instructional Support to Develop Academic Skills. School psychologists have knowledge of biological, cultural, and social influences on academic skills; human learning, cognitive, and developmental processes; and evidence-based curricula and instructional strategies. School psychologists, in collaboration with others, demonstrate skills to use assessment and data collection methods and to implement and evaluate services that support cognitive and academic skills;

D. Interventions and Mental Health Services to Develop Social and Life Skills. School psychologists have knowledge of biological, cultural, developmental, and social influences on behavior and mental health, behavioral and emotional impacts on learning and life skills, and evidence-based strategies to promote social-emotional functioning and mental health. School psychologists, in collaboration with others, demonstrate skills to use assessment and data-collection methods and to implement and evaluate services that support socialization, learning, and mental health;

E. School-Wide Practices to Promote Learning. School psychologists have knowledge of school and systems structure, organization, and theory; general and special education; technology resources; and evidence-based school practices that promote learning and mental health. School psychologists, in collaboration with others, demonstrate skills to develop and implement practices and strategies to create and maintain effective and supportive learning environments for children and others;

F. Preventive and Responsive Services. School psychologists have knowledge of principles and research related to resilience and risk factors in learning and mental health, services in schools and communities to support multi-tiered prevention, and evidence-based strategies for effective crisis response. School psychologists, in collaboration with others, demonstrate skills to promote services that enhance learning, mental health, safety, and physical well-being through protective and adaptive factors and to implement effective crisis preparation, response, and recovery;

G. Family-School Collaboration Services. School psychologists have knowledge of principles and research related to family systems, strengths, needs, and culture; evidence-based strategies to support family influences on children's learning and mental health; and strategies to develop collaboration between families and schools. School psy-

chologists, in collaboration with others, demonstrate skills to design, implement, and evaluate services that respond to culture and context and facilitate family and school partnerships and interactions with community agencies for enhancement of academic and social-behavioral outcomes for children;

H. Diversity in Development and Learning. School psychologists have knowledge of individual diversity factors for children, families, and schools, including factors related to culture, context, and individual and role differences; and evidence-based strategies to enhance services and address potential influences related to diversity. School psychologists demonstrate skills to provide effective professional services that promote effective functioning for individuals, families, and schools with diverse characteristics, cultures, and backgrounds and across multiple contexts, with recognition that an understanding and respect for diversity in development and learning and advocacy for social justice are foundations for all aspects of service delivery;

I. Research and Program Evaluation. School psychologists have knowledge of research design, statistics, measurement, varied data collection and analysis techniques, and program evaluation sufficient for understanding research and interpreting data in applied settings. School psychologists demonstrate skills to evaluate and apply research as a foundation for service delivery and, in collaboration with others, use various techniques and technology resources for data collection, measurement, and analysis to support effective practices at the individual, group, and/or systems levels;

J. Legal, Ethical, and Professional Practice. School psychologists have knowledge of the history and foundations of school psychology; multiple service models and methods; ethical, legal, and professional standards; and other factors related to professional identity and effective practice as school psychologists. School psychologists demonstrate skills to provide services consistent with ethical, legal, and professional standards; engage in responsive ethical and professional decision-making; collaborate with other professionals; and apply professional work characteristics needed for effective practice as school psychologists, including respect for human diversity and social justice, communication skills, effective interpersonal skills, responsibility, adaptability, initiative, dependability, and technology skills; and

K. Information and Technology. Demonstrate an understanding of information sources and technology relevant to their work;

5. The applicant must achieve a score equal to or in excess of the qualifying score on the required exit assessment(s) as defined in 5 CSR 20-400.310 and 5 CSR 20-400.440. The official score shall be submitted to the department; and

6. Field and Clinical Experiences (minimum of one (1) year or one thousand two hundred (1,200) clock hours)—

A. Culminating Clinical Experience. This culminating clinical experience must be a planned program of experiences and supervised internship designed to achieve these competencies as part of an approved graduate degree program in school psychology. At least half of the internship completed in an educational setting. This internship experience will include opportunities to demonstrate skills learned in all coursework; and

(F) The Initial Student Services Certificate for Speech-Language Pathologist (Birth - Grade 12), valid for a period of four (4) years from the effective date of the certificate, will be issued to those persons meeting the following requirements:

1. Professional Requirements—

A. Possession of a master's or higher degree in Speech-Language Pathology from an accredited college or university; and

B. Possession of a valid, unencumbered, undisciplined Missouri license in Speech-Language Pathology from the Missouri Board of Registration for the Healing Arts.

(2) The requirements of this rule shall become effective August 1, 2017.

*AUTHORITY: sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2013.\* Original rule filed Oct. 29, 2013, effective May 30, 2014.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011, 2013; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011, 2013; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

**5 CSR 20-400.650 Certification Requirements for Career Continuous Student Services Certificate**

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the requirements for application for each of the*



various areas of certification within the Career Continuous Student Services Certificate.

(1) An applicant for a Career Continuous Student Services Certificate who possesses good moral character may be granted a Career Continuous Student Services Certificate subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to Career Continuous Student Services Certificates:

(A) The Career Continuous Student Services Certificate will be issued upon completion and verification of the following:

1. Four (4) years of experience approved by the Missouri Department of Elementary and Secondary Education (department) in specific area of Student Services Certification;

2. Participation in two (2) years of district-provided mentoring (during the first two (2) years of student services experience);

3. The development, implementation, and completion of a professional development plan of at least forty (40) contact hours of professional development, or three (3) semester hours of graduate credit toward an advanced degree;

4. Successful participation in an annual performance-based evaluation; and

5. For a Student Services Certificate—Speech-Language Pathologist, possession of a valid, unencumbered, undisciplined Missouri license in Speech-Language Pathology from the Missouri Board of Registration for the Healing Arts.

(B) The Career Continuous Student Services Certificate will remain valid upon verification of the following:

1. Continued participation in a performance-based evaluation;

2. Completion of twenty (20) contact hours of professional development annually; and

3. For a Student Services Certificate—Speech-Language Pathology, possession of a valid, unencumbered, undisciplined Missouri license in Speech-Language Pathology from the Missouri Board of Registration for the Healing Arts.

(C) The Career Continuous Student Services Certificate holder is exempt from additional professional development if the holder has a local professional development plan in place with the school and meets at least two (2) of the following:

1. For the Career Continuous Student Services - Career Education Counselor Certificate—

A. Ten (10) years of Career Education Counselor experience approved by the department;

B. An education specialist degree in School Counseling or a closely related field; and/or

C. Certification from a nationally recognized professional Counseling organization approved by the State Board of Education (board);

2. For the Career Continuous Student Services - Elementary Counselor (Grades K-8) Certificate—

A. Ten (10) years of School Counselor experience approved by the department;

B. An education specialist degree or higher in School Counseling or a closely related field; and/or

C. Certification from a nationally recognized professional School Counselor organization approved by the board;

3. For the Career Continuous Student Services - Secondary Counselor (Grades 7-12) Certificate—

A. Ten (10) years of School Counselor experience approved by the department;

B. An education specialist degree in School Counseling or a closely related field; and/or

C. Certification from a nationally recognized professional School Counselor organization approved by the board;

4. For the Career Continuous Student Services - School Psychological Examiner Certificate—

A. Ten (10) years of School Psychological Examiner experience approved by the department;

B. An education specialist degree in School Psychology or a closely related field; and/or

C. Certification from a nationally recognized professional School Psychology organization approved by the board;

5. For the Career Continuous Student Services - School Psychologist Certificate—

A. Ten (10) years of School Psychologist experience approved by the department;

B. An education specialist degree in School Psychology or a closely related field; and/or

C. Certification from a nationally recognized professional School Psychology organization approved by the board; and

6. For the Career Continuous Student Services - Speech-Language Pathologist (Birth - Grade 12) Certificate—

A. Ten (10) years of Speech-Language Pathologist experience approved by the department;

B. An education specialist degree in Speech-Language Pathology or a closely related field; and/or

C. Certification from a nationally recognized professional Speech-Language Pathology organization approved by the board.

(2) The requirements of this rule shall become effective August 1, 2017.

*AUTHORITY: sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2013.\* Original rule filed Oct. 29, 2013, effective May 30, 2014.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011, 2013; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011, 2013; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

#### 5 CSR 20-400.660 Certification Requirements for Career Education (Secondary) Certificates

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the requirements for application for each of the various areas of certification within the Career Education (Secondary) Certificates.*

(1) An applicant for a Career Education (Secondary) Certificate who possesses good moral character may be granted a Career Education (Secondary) Certificate subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to Career Education (Secondary) Certificates:

(A) General Requirements—

1. The applicant must submit a joint application verifying contracted employment from a Missouri educational institution; and

2. One (1) of the following:

A. Verification of a bachelor's degree or higher in an area appropriate for the subject area being taught, and four thousand (4,000) hours of related occupational experience approved by the Missouri Department of Elementary and Secondary Education (department) and obtained within the most recent ten (10) years; or

B. Verification of an associate's degree in an area appropriate for the subject area being taught, and five thousand (5,000) hours of related occupational experience from



within the most recent ten (10) years and approved by the department; or

C. Verification of six thousand (6,000) hours of related occupational experience obtained within the most recent ten (10) years (only for Health Sciences and Skilled Technical Sciences areas) and approved by the department; and

3. Applicants for the specific area of Reserve Officers' Training Corps (ROTC) must submit a notarized letter from the appropriate branch of the armed services indicating that applicant is an approved Junior ROTC instructor;

(B) Professional Requirements—

1. Verification of coursework in education not to exceed eighteen (18) credit hours to include competencies appropriate for the certification area in: Curriculum; Methods; Assessment; Psychology/Education of the Exception Child; Foundations/Implementation; and Coordination of Cooperative Education;

(C) Certificate Titles and Specific Requirements for Each Specific Area of Career Education Certification—

1. Family, Consumer Sciences, and Human Services—

A. Apparel and Textiles;

B. Cosmetologist (requires professional licensing);

C. Culinary Arts:

(I) For a Culinary Arts Certificate, candidates must satisfy the requirements of at least one (1) of the following:

(a) Satisfaction of the General Requirements and Professional Requirements in sections (1)(A)-(B) of this rule; or

(b) Satisfaction of the requirements below:

I. Bachelor of Science Degree in Home Economics Education, Family and Consumer Sciences Education, or Vocational Family Consumer Sciences; or possession of a valid Missouri professional teaching certificate in the area of Family and Consumer Sciences;

II. Possession of a current Secondary Food Service Education Certificate from the National Restaurant Association Education Foundation, and a Serve Safe Certificate; and

III. Two thousand (2000) hours of department-approved, related occupational experience from the most recent ten (10) years; or

(c) Satisfaction of the requirements below:

I. Bachelor of Science Degree in Home Economics Education, Family and Consumer Sciences Education, or Vocational Family Consumer Sciences; or possession of

a valid Missouri professional teaching certificate in the area of Family and Consumer Sciences;

II. Possession of a current Secondary Culinary Education Certificate from the American Culinary Federation; and

III. Two thousand (2000) hours of department-approved, related occupational experience from the most recent ten (10) years; or

D. Family and Consumer Sciences Related Careers Cooperative Education;

E. Food and Beverage/Restaurant Operations Manager;

F. Food Production, Management, and Related Services;

G. Hospitality Administration/Management, General;

H. Housing and Home Environments;

I. Human Development/Adult Development and Aging:

(I) A Human Development/Adult Development and Aging certificate requires a minimum of an associate's degree;

J. Human Development/Child Care—

(I) A Human Development/Child Care certificate requires a minimum of an associate's degree;

2. Applicants for a Family and Consumer Sciences Career Education Certificate of license to teach in the specific area of Human Development/Child Care and Human Development/Adult Development and Aging must have a minimum of an associate's or higher degree in an area appropriate for the subject area being taught and comply with subsections (1)(A)-(B) general and professional requirements. Applicants in the areas of Apparel and Textiles; Cosmetologist; Culinary Arts; Family and Consumer Sciences Related Careers Cooperative Education; Food and Beverage/Restaurant Operations Manager; Food Production, Management and Related Services; Hospitality, Administration/Management, General; and Housing and Home Environments must comply with subsections (1)(A)-(B) general and professional requirements;

3. Health Sciences—

A. Dental Assistant (requires professional licensing);

B. Dental Laboratory Technician;

C. Emergency Medical Technology/Technician (requires professional licensing);

D. Health Aide or Health Services Assistant (requires professional licensing);

E. Medical Assistant (requires professional licensing);

F. Medical Laboratory Technician;

G. Medical Transcriptionist (requires professional licensing);

H. Pharmacy Technician/Assistant (requires professional licensing); and

I. Sign Language Interpreter (requires professional licensing);

4. The applicant for a Health Sciences Career Education Certificate of license to teach must comply with the general and professional requirements from paragraph (1)(C)3. and the following:

A. Applicant must provide a valid authorization from the applicable accrediting agency certifying that applicant meets requirements to teach in the subject area and student level of the instructional program; and

B. Applicant must provide documentation of a valid, unencumbered, undisciplined professional license (if applicable for instructional area to be taught);

5. Skilled Technical Sciences—

A. Certificate Titles—

(I) Aircraft Mechanic/Technician, Powerplant (requires professional licensing);

(II) Airframe Mechanic/Technician, Airframe (requires professional licensing);

(III) Auto/Automotive Body Repairer;

(IV) Auto/Automotive Mechanic/Technician;

(V) Aviation Management;

(VI) Building/Property Maintenance and Manager;

(VII) Cabinet Maker and Millworker;

(VIII) Carpenter;

(IX) Cartography;

(X) Commercial Photography;

(XI) Computer Maintenance Technology/Technician;

(XII) Construction/Building Technology/Technician;

(XIII) Diesel Engine Mechanic and Repairer;

(XIV) Drafting, General;

(XV) Electrical and Electronics Equipment Installer and Repairer, General;

(XVI) Electrician;

(XVII) Fire Science/Firefighting;

(XVIII) Graphic and Printing Equipment Operator, General;

(XIX) Graphic Design, Commercial Art, and Illustration;

(XX) Heating, Air Conditioning, and Refrigeration Mechanic and Repairer;

(XXI) Heavy Equipment Maintenance and Repairer;

(XXII) Industrial Technology/Technician;

(XXIII) Laser and Optical Technology/Technician;



(XXIV) Law Enforcement/Police Science;

(XXV) Machinist/Machine Technologist;

(XXVI) Marine Maintenance and Ship Repairer;

(XXVII) Mason and Tile Setter;

(XXVIII) Motorcycle Mechanic and Repairer;

(XXIX) Plumbing Technology/Plumber;

(XXX) Radio and Television Broadcasting Technology/Technician;

(XXXI) Small Engine Mechanic and Repairer; and

(XXXII) Welder/Welding Technologist;

6. The applicant for a Skilled Technical Sciences Career Education certificate of license to teach must comply with subsections (1)(A)-(B) general and professional requirements and the following:

A. The applicant must provide documentation of a valid, unencumbered, undisciplined license (if applicable for instructional area to be taught);

7. The applicant for a ROTC Career Education certificate of license to teach must comply with subsections (1)(A)-(B) general and professional requirements; and

8. The applicant for a Special Needs Career Education certificate of license to teach must comply with the general and professional requirements from subsections (1)(A)-(B) and the following:

A. Possession of a bachelor's degree or higher from a college or university approved by the department;

B. A valid professional classification Missouri certificate of license to teach in one (1) of the following areas: elementary education, middle school, math (Grades 9-12), English (Grades 7-12), industrial arts, technology education, counseling, special education, or career education; and

C. The applicant must provide documentation/transcripts of completion of a course in Methods of Teaching Disabled Students or a methods course appropriate to the disability area(s) of their employment.

(2) An applicant for a Career Education (Secondary) Missouri certificate of license to teach Personal Finance who possesses good moral character may be granted a Career Education (Secondary) Missouri certificate of license to teach Personal Finance subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to Personal Finance:

(A) General Requirements—

1. The applicant must submit a joint application verifying contracted employment from a Missouri school district;

2. Verification of a bachelor's degree or higher in an area appropriate for the subject area being taught, and four thousand (4,000) hours of related occupational experience obtained within the most recent ten (10) years and approved by the department; and

3. Completion of the assessment(s) required by the State Board of Education (board) with a score equal to or greater than the Missouri qualifying score. The official score must be submitted to the department.

(3) The requirements of this rule shall become effective August 1, 2017.

*AUTHORITY: sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2013.\* Original rule filed Oct. 29, 2013, effective May 30, 2014.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011, 2013; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011, 2013; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

### 5 CSR 20-400.670 Certification Requirements for Career Education (Adult) Certificate

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the requirements for application for each of the various areas of certification within the Career Education (Adult) Certificate.*

(1) An applicant for a Career Education (Adult) Certificate who possesses good moral character may be granted a Career Education (Adult) Certificate subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to Career Education (Adult) Certificates:

(A) General Requirements—

1. The applicant must submit a joint application verifying contracted employment from a Missouri educational institution; and

2. One (1) of the following:

A. Verification of a bachelor's degree or higher in an area appropriate for the subject area being taught, and four thousand (4,000)

hours of related occupational experience approved by the Missouri Department of Elementary and Secondary Education (department) and obtained within the most recent ten (10) years; or

B. Verification of an associate's degree in an area appropriate for the subject area being taught, and five thousand (5,000) hours of related occupational experience within the most recent ten (10) years and approved by the department; or

C. Verification of six thousand (6,000) hours of related occupational experience obtained within the most recent ten (10) years (only for Health Sciences and Skilled Technical Sciences areas) and approved by the department;

(B) Professional Requirements—

1. Verification of coursework in education not to exceed fifteen (15) credit hours to include competencies appropriate for the certificate area in: Curriculum; Methods; Assessment; and Foundations/Implementation;

(C) Certificate Titles and Specific Requirements for Each Specific Area of Career Education Certification—

1. Agricultural Education—

- A. Agricultural Education;
- B. Agricultural Business;
- C. Agricultural Mechanics;
- D. Agricultural Production;
- E. Agricultural Processing;
- F. Agricultural Resources;
- G. Agricultural Service/Supplies;
- H. Forestry; and
- I. Horticulture;

2. Business Education—

- A. Career Business Education;

3. Family, Consumer Sciences, and Human Services—

- A. Apparel and Textiles;
- B. Career Family and Consumer Sciences;
- C. Cosmetologist (requires professional licensing);
- D. Culinary Arts:

(I) For a Culinary Arts Certificate, candidates must satisfy the requirements of at least one (1) of the following:

(a) Satisfaction of the General Requirements and Professional Requirements in sections (1)(A)-(B) of this rule; or

(b) Satisfaction of the requirements below:

I. Bachelor of Science Degree in Home Economics Education, Family and Consumer Sciences Education, or Vocational Family Consumer Sciences; or possession of a valid Missouri professional teaching certificate in the area of Family and Consumer Sciences;

II. Possession of a current



Secondary Food Service Education Certificate from the National Restaurant Association Education Foundation, and a Serve Safe Certificate; and

III. Two thousand (2000) hours of department-approved, related occupational experience from the most recent ten (10) years; or

(c) Satisfaction of the requirements below:

I. Bachelor of Science Degree in Home Economics Education, Family and Consumer Sciences Education, or Vocational Family Consumer Sciences; or possession of a valid Missouri professional teaching certificate in the area of Family and Consumer Sciences;

II. Possession of a current Secondary Culinary Education Certificate from the American Culinary Federation; and

III. Two thousand (2000) hours of department-approved, related occupational experience from the most recent ten (10) years; or

E. Dietetic Services;

F. Food and Beverage/Restaurant Operations Manager;

G. Food Production, Management and Related Services;

H. Hospitality Administration/Management, General;

I. Housing and Home Environments;

J. Human Development/Adult Development and Aging;

K. Human Development/Child Care; and

L. Massage Therapy (requires professional licensing);

4. The applicant for a Family and Consumer Science Career Education Certificate of license to teach in the specific area of Human Development/Child Care and Human Development/Adult Development and Aging must have a minimum of an associate's or higher degree in an area appropriate for the subject area being taught and comply with subsections (1)(A)-(B). Applicants in the areas of Apparel and Textiles; Career Family and Consumer Sciences; Culinary Arts; Food and Beverage/Restaurant Operation Manager; Food Production, Management and Related Services; and Housing Environments must comply with subsections (1)(A)-(B).

5. Health Sciences—

A. Dental Assistant (requires professional licensing);

B. Dental Hygienist (requires professional licensing);

C. Dental Laboratory Technician;

D. Diagnostic Medical Sonography Technician (requires professional licensing);

E. Emergency Medical Technology/Technician (requires professional licensing);

F. Funeral Service and Mortuary Science (requires professional licensing);

G. Health Professions and Related Sciences, Other;

H. Health Unit Coordinator/Ward Clerk;

I. Licensed Practical Nursing (requires professional licensing);

J. Medical Assistant (requires professional licensing);

K. Medical Laboratory Assistant (requires professional licensing);

L. Medical Laboratory Technician (requires professional licensing);

M. Medical Radiologic Technology/Technician (requires professional licensing);

N. Medical Record Technology/Technician (requires professional licensing);

O. Medical Transcription (requires professional licensing);

P. Nursing Assistant/Aide;

Q. Nursing, Other (requires professional licensing);

R. Occupational Therapy Assistant (requires professional licensing);

S. Pharmacy Technician/Assistant (requires professional licensing);

T. Physical Therapy Assistant (requires professional licensing)

U. Registered Nursing Training (requires professional licensing);

V. Respiratory Therapy Technician (requires professional licensing);

W. Sign Language Interpreter (requires professional licensing); and

X. Surgical/Operating Room Technology (requires professional licensing);

6. The applicant for a Health Sciences Career Education Certificate of license to teach must comply with subsections (1)(A)-(B) and the following:

A. Applicant must provide a valid authorization from the applicable accrediting agency certifying that applicant meets requirements to teach in the subject area and student level of the instructional program; and

B. Applicant must provide documentation of a valid, unencumbered, undisciplined professional license (if applicable for instructional area to be taught);

7. Marketing Education—

A. Marketing;

8. Skilled Technical Sciences—

A. Certification Titles—

(I) Aircraft Mechanic/Technician, Powerplant (requires professional licensing);

(II) Airframe Mechanic/Technician, Airframe (requires professional licensing);

(III) Architectural Engineering Technology/Technician;

(IV) Auto/Automotive Body Repairer;

(V) Auto/Automotive Mechanic/Technician;

(VI) Automotive Engineering Technology/Technician;

(VII) Aviation Management;

(VIII) Aviation Systems and Avionics Maintenance Technology/Technician (requires professional licensing);

(IX) Biomedical Engineering-Related Technology/Technician;

(X) Building/Property Maintenance and Manager;

(XI) Cabinet Maker and Millworker;

(XII) Carpenter;

(XIII) Cartography;

(XIV) Chemical Technology/Technician;

(XV) Civil Engineering/Civil Technology/Technician;

(XVI) Commercial Photography;

(XVII) Communications Systems Installer and Repairer;

(XVIII) Computer Installer and Repairer;

(XIX) Computer Maintenance Technology/Technician;

(XX) Construction Equipment Operator;

(XXI) Construction/Building Technology/Technician;

(XXII) Diesel Engine Mechanic and Repairer;

(XXIII) Drafting, General;

(XXIV) Electrical and Electronics Equipment Installer and Repairer, General;

(XXV) Electrical and Power Transmission Installer, General;

(XXVI) Electromechanical Technology/Technician;

(XXVII) Fire Protection and Safety Technology/Technician;

(XXVIII) Fire Science/Firefighting;

(XXIX) Graphic and Printing Equipment Operator, General;

(XXX) Graphic Design, Commercial Art, and Illustration;

(XXXI) Heating, Air Conditioning, and Refrigeration Mechanic and Repairer;

(XXXII) Heavy Equipment Maintenance and Repairer;

(XXXIII) Industrial Design;

(XXXIV) Industrial Electronics Installer and Repairer;

(XXXV) Industrial Machinery Maintenance and Repairer;

(XXXVI) Instrumentation Technology/Technician;



(XXXVII) Ironworking/Ironworker;  
 (XXXVIII) Laser and Optical Technology/Technician;  
 (XXXIX) Law Enforcement/Police Science;  
 (XL) Machinist/Machine Technologist;  
 (XLI) Major Appliance Installer and Repairer;  
 (XLII) Manufacturing Technology;  
 (XLIII) Marine Maintenance and Ship Repairer;  
 (XLIV) Mason and Tile Setter;  
 (XLV) Mechanical Engineering/Mechanical Technology/Technician;  
 (XLVI) Motorcycle Mechanic and Repairer;  
 (XLVII) Nuclear Engineering Technology/Technician;  
 (XLVIII) Occupational Safety and Health Technology/Technician;  
 (XLIX) Painter and Wall Coverer;  
 (L) Pipefitting/Pipefitter and Sprinkler Fitter;  
 (LI) Plumbing Technology/Plumber;  
 (LII) Quality Control Technology/Technician;  
 (LIII) Radio and Television Broadcasting Technology/Technician;  
 (LIV) Robotics Technology/Technician;  
 (LV) Sheet Metal Worker;  
 (LVI) Small Engine Mechanic and Repairer;  
 (LVII) Truck, Bus, and Other Commercial Vehicle Operator (requires professional licensing);  
 (LVIII) Upholsterer;  
 (LIX) Water Quality and Wastewater Treatment Technology/Technician; and  
 (LX) Welder/Welding Technologist;

9. The applicant for a Skilled Technical Sciences career education certificate of license to teach must comply with subsections (1)(A)-(B) and the following:

A. Applicant must provide documentation of a valid, unencumbered, undisciplined copy of their professional license (if applicable for instructional area to be taught).

(2) The requirements of this rule shall become effective August 1, 2017.

**AUTHORITY:** sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2013.\* Original rule filed Oct. 29, 2013, effective May 30, 2014.

\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011, 2013;

168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011, 2013; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.

#### 5 CSR 20-400.680 Certification Requirements for Career Education (Secondary/Adult) Certificates

**PURPOSE:** The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the requirements for application for each of the various areas of certification within the Career Education (Secondary/Adult) Certificate.

(1) An applicant for a Career Education (Secondary/Adult) Certificate, valid for a period of four (4) years, may be granted a Career Education (Secondary/Adult) Certificate subject to the certification requirements found in 5 CSR 20-400.500 and the following additional requirements:

(A) Applicants for a Career Services Coordinator (Secondary/Adult) Career Education Certificate, valid for a period of four (4) years from the effective date of the certificate, will be issued such a certificate subject to the following requirements:

1. The applicant must have secured a Career Services Coordinator position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification for the applicant; and

2. The applicant must possess a bachelor's degree or higher degree in a business-related field or human resources.

(B) Applicants for an Adult Education Supervisor (Secondary/Adult) Career Education Certificate, valid for a period of four (4) years from the effective date of the certificate, will be issued such a certificate subject to the following requirements:

1. The applicant must have secured employment in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification; and

2. The applicant must possess a bachelor's degree or higher.

(2) The requirements of this rule shall become effective August 1, 2017.

**AUTHORITY:** sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and

168.400, RSMo Supp. 2013.\* Original rule filed Oct. 29, 2013, effective May 30, 2014.

\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011, 2013; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011, 2013; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.

#### 5 CSR 20-400.690 Certification Requirements for Career Continuous Career Education Certificate

**PURPOSE:** The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the requirements for application for each of the various areas of certification within the Career Continuous Career Education Certificate.

(1) An applicant for a Career Continuous Career Education (CCCE) Certificate who possesses good moral character may be granted a CCCE Certificate subject to the certification requirements found in 5 CSR 20-400.500 and the following additional certification requirements specific to CCCE certificates:

(A) CCCE Certificate will be issued to an applicant upon completion and verification of the following:

1. Four (4) years of teaching experience approved by the Missouri Department of Elementary and Secondary Education (department);

2. The development, implementation, and completion of a professional development plan of at least ninety (90) contact hours of professional development relating to the specific career education subject area for which the educator seeks certification and approved by the local district to include clearly stated goals for improvement and enrichment;

3. Participation in a mentoring program for a minimum of two (2) years, the guidelines for which shall be established by the local district;

4. Annual participation in the district's performance-based teacher evaluation (PBTE) program; and

5. For applicants for a Career Continuous Career Education Certificate in Secondary Education, verification of participation in a Beginning Career Education Teacher's Assistance Program. The assistance may include retraining, internship, counseling, and in-service training;

(B) The CCCE is continuous upon verification by the employing school district that



the certificate holder has participated in the district's PBTE program and completed thirty (30) contact hours of professional development relating to the specific career education subject area for which the educator seeks certification each school year.

1. Individuals possessing a CCCE who do not complete thirty (30) contact hours of professional development each school year may, within two (2) years, make up the missing hours. The individual must first meet the thirty (30) hour requirement for the current year and then count the excess hours as make-up hours.

2. A CCCE becomes inactive if the individual does not make up the requisite hours within two (2) school years.

3. A CCCE may be reactivated by the individual by completing twenty-four (24) contact hours of professional development within six (6) months prior to or after the reactivation of the certificate. Failure of the individual to complete the twenty-four (24) contact hours within six (6) months will result in the certificate becoming inactive.

(C) The CCCE holder is exempt from the thirty (30) contact hours of professional development, if the holder has a local professional development plan in place with the school and at least two (2) of the following:

1. Ten (10) years of teaching experience approved by the department;
2. A master's degree from an accredited college or university; and/or
3. Certification from the National Board for Professional Teaching Standards.

(2) The requirements of this rule shall become effective August 1, 2017.

*AUTHORITY: sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2013.\* Original rule filed Oct. 29, 2013, effective May 30, 2014.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011, 2013; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011, 2013; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

**5 CSR 20-400.700 Certification Requirements for Adult Education and Literacy**

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the*

*requirements for application for a certificate of license to teach Adult Education and Literacy.*

(1) An applicant for an initial Missouri certificate of license to teach Adult Education and Literacy who possesses good moral character may be granted an initial Missouri certificate of license to teach Adult Education and Literacy, valid for a period of four (4) years, subject to the certification requirements found in 5 CSR 20-400.500 and the following additional requirements specific to an initial Adult Education and Literacy Certificate:

(A) Professional Requirements—

1. A bachelor of arts or bachelor of science degree from a college or university approved by the Missouri Department of Elementary and Secondary Education (department);

2. Successful completion of a pre-certification workshop authorized by the department no later than three (3) months after hire date; and

3. Completion and submission of any required pre- and/or post-workshop activity to the department;

(2) Career Continuous Adult Education and Literacy Certificate—

(A) A Career Continuous Adult Education and Literacy Certificate may be issued to an applicant upon submission of an application for such certification and verification of the following:

1. Four (4) years of teaching experience approved by the department;

2. Participation in a two (2) year mentoring program with an experienced teacher of Adult Education and Literacy;

3. Participation in any required workshops;

4. Participation in sixty (60) hours of professional development in addition to required workshops;

5. Participation in an annual performance-based teacher evaluation (PBTE); and

6. Accumulation of a minimum of one hundred (100) Adult Education and Literacy instructional hours per year during the four (4) years of state approved teaching experience; and

(B) A Career Continuous Adult Education and Literacy Certificate holder is exempt from the twenty (20) contact hours of professional development, if the holder has a local professional development plan in place with the school and at least two (2) of the following:

1. Ten (10) years of teaching experience approved by the department;

2. Accumulation of a minimum of one hundred (100) Adult Education and Literacy

instructional hours per year during the ten (10) years of state approved teaching experience; and/or

3. A masters degree from an accredited college or university.

(3) The requirements of this rule shall become effective August 1, 2017.

*AUTHORITY: sections 168.011, 168.405, and 168.409, RSMo 2000, and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2013.\* Original rule filed Oct. 29, 2013, effective May 30, 2014.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008, 2009, 2011, 2013; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003, 2011, 2013; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*